SERVICE INFORMATION

BOOTH EQUIPMENT
Each 10' x 10' booth will be set with 8' high black back drape, 3' high black side dividers, one 6' x 30" black skirted table, two Limerick chairs, one wastebasket, and a 7" x 44" identification sign.

Booths 300 sqft or less will receive a one-line identification sign. Booths larger than 300 sqft may receive a one-line identification sign upon request.

EXHIBIT HALL CARPET
The exhibit area is carpeted.

DISCOUNT PRICE DEADLINE DATE
Order early on FreemanOnline to take advantage of advance order discount rates, place your order by August 26, 2019.

SHOW SCHEDULE

EXHIBITOR MOVE-IN
For more information and helpful hints on pre-show procedures and move-in, please go to Pre-Show FAQ
Monday September 16, 2019 8:00 AM - 3:00 PM

EXHIBIT HOURS
Monday September 16, 2019 6:00 PM - 8:00 PM
Tuesday September 17, 2019 12:00 PM - 2:00 PM
Tuesday September 17, 2019 5:00 PM - 7:00 PM

EXHIBITOR MOVE-OUT
For more information and helpful hints on post-show procedures and move-out, please go to Post-Show FAQ
Tuesday September 17, 2019 7:00 PM - 9:00 PM
Wednesday September 18, 2019 8:00 AM - 10:00 AM

We will begin returning empty containers at the close of the show.

DISMANTLE AND MOVE-OUT INFORMATION
All exhibitor materials must be removed from the exhibit facility by Wednesday, September 18, 2019 at 10:00 AM.
To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Wednesday, September 18, 2019 at 9:00 AM.
POST SHOW PAPERWORK AND LABELS
Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

EXCESSIVE TRASH AND BOOTH ABANDONMENT
Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee. Please call our Exhibitor Services Department at (210) 554-2021 for a quote.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN
3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 554-2021 fax (469) 621-5611
FreemanSanAntonioES@freeman.com

FREEMAN EXHIBIT TRANSPORTATION
(800) 995-3579 Toll Free US & Canada or +1 (512) 982-4187 or +1 (817) 607-5183 Local & International Shipping Services or fax +1 (469) 621-5810 or email exhibit.transportation@freeman.com

FREEMAN ONLINE®
Take advantage of discount pricing by ordering online at FreemanOnline by August 26, 2019. Using the enhanced Freeman Online, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect - before, during and after your show.

To place online orders you will be required to enter your unique Username and Password. If this is your first time to use Freeman Online, click on the "Create an Account" link. To access Freeman Online without using the email link, visit FreemanOnline.

If you need assistance with Freeman Online please call our Customer Support Center at (888) 508-5054 Toll Free US & Canada or +1 (512) 982-4186 or +1 (817) 607-5000 Local & International.

SHIPPING INFORMATION
Warehouse Shipping Address:

    Exhibiting Company Name / Booth # _________
    NAPEO’s 2019 MARKETPLACE
    C/O FREEMAN / AWD
    15505 LONG VISTA DRIVE, STE 210
    AUSTIN, TX 78728
Freeman will accept crated, boxed or skidded materials beginning Friday, August 16, 2019, at the above address. Material arriving after September 09, 2019 will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (210) 554-2021.

Please call Freeman for show site shipping information.

Freeman will receive shipments at the exhibit facility beginning Monday, September 16, 2019. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (210) 554-2021.

Please note: All materials received by Freeman are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the material handling form for charges for the service.

Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

**LABOR INFORMATION**

Union Labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS to determine your needs. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Service Desk. Refer to the order form under Display Labor for Straight time and Overtime hours.

**ASSISTANCE**

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (210) 554-2021.

**WE APPRECIATE YOUR BUSINESS!**
FREEMAN GENERAL INFORMATION

TRANSLATION SERVICES
Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three way conversation, but also translate emails from customers. To access this feature you may contact Freeman Exhibitor Services at (210) 554-2021 or Freeman’s Customer Support Center at (888) 508-5054.

HELPFUL HINTS

SAVE MONEY
Order early on FreemanOnline to take advantage of advance order discount rates, place your order by August 26, 2019.

AVOID DELAY
Ship early to avoid delays. Shipments arriving late at show site will cost you money, time and business!

SAFETY TIPS
Use a ladder, not a chair. Standing on chairs, tables and other rental furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your standing weight.

Be aware of your surroundings. You are in an active work area with changing conditions during move-in and move-out. Pay attention. Look for obstacles, machinery and equipment that are in use.

Keep your eyes open for scooters and forklifts. The drivers of these vehicles may not be able to see you.

Stay clear of dock areas, trucks and trailers. These areas can be particularly dangerous.

Prevent electrical shocks, falling items and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for your booth. This can cause serious injury or damage to materials.

We discourage children from being in the exhibit hall during installation and dismantle. If children are present during installation and dismantle, they must be supervised by an adult at all times.

Freeman does not ship or handle Hazardous Materials. If any materials you are shipping to the event fall into this category, please contact Freeman to be sure the material will be allowed at the facility and by the association. In addition, if authorized by the facility and the association, you will need to make separate arrangements for the transport and handling of the approved materials, since Freeman will not transport or handle them.

The operation or use of all motorized lifts and motorized material handling equipment for installation/dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EAC’s). Thank you for your cooperation.

EXHIBITOR ASSISTANCE
For more information and helpful hints on pre-show procedures and move-in, please go to Pre-Show FAQ

For more information and helpful hints on post-show procedures and move-out, please go to Post-Show FAQ

Call Freeman's Exhibitor Services department at (210) 554-2021 with any questions or needs you may have.
Interested in going green and saving money?

Follow these tips to make sure your sustainable booth strategies are cost-neutral or even cost-saving! Leave an impact on the show floor, not the environment.

BEFORE THE SHOW

1. **booth structure**
   - **Option 1** Multiple Use
     - Use Forest Sustainable Certified (FSC) wood to build your booth and crates.
     - Get creative! Design your booth with a small shipping footprint to minimize carbon emissions. Freeman’s eye-catching stretch-fabric booth designs pack up small (and light!) for shipping.
   - **Option 2** One-time Use
     - Rent locally from nearby Freeman offices to reduce both shipping costs and carbon emissions.

2. **carpet**
   - **Option 1** Rent
     - Rent rather than buy carpet to save on shipping, cleaning, and storage. Freeman Classic carpet can be reused at least four times.
   - **Option 2** Color
     - Use darker-colored carpet, which is easier to reuse and recycle. Freeman Classic dark-colored carpets are made of 20-50 percent recycled content.

3. **shipping**
   - **Online + before deadline = better bottom line.** Take advantage of early-bird pricing and consolidate shipping when ordering supplies.
   - **Choose reusable shipping padding.** Avoid packing peanuts and foam plastic materials that never decompose.
   - **Ship early.** Use the 30-day policy to ship materials to the Freeman advance warehouse.

4. **graphics**
   - **Option 1** Multiple Use
     - Print on a durable substrate without dates, event names, or locations.
   - **Option 2** One-time Use
     - Print on 100 percent recyclable materials like Freeman Honeycomb and Smartbuild Eco, which are just as cost-effective as PVC.

5. **printing**
   - Reduce printing and go digital with your booth literature.
   - **Print locally.** Supporting local businesses while reducing shipping? It’s a win-win.
   - Print on at least 50 percent post-consumer recycled paper.
**ON SITE**

**save energy**

- Use Energy Star-rated equipment for audio-visual equipment and monitors.
- Power down. Turn off equipment at the end of each day.
- Light up your booth with CFLs, LEDs, or other energy-efficient lighting.

**MOVE OUT**

**train your team**

Educate your installation and dismantling teams about recycling and donation processes.

**shipping out**

Pack in, pack out. Leave no traces on show site.

Join a caravan. If you’re shipping directly to another show, ask Freeman Transportation about joining a caravan to your next show.

**leftover materials**

Remember to label. Clearly label recyclable leftover material for disposal.

Donate the rest. Ask the Freeman Exhibitors Services desk about local donation programs.

**TYPICALLY* RECYCLABLE**

- **Cardboard:** Used for signs or shipping boxes
- **Glass:** Green, brown, clear
- **Plastics:** Shrink-wrap or plastic banding used to secure shipments; water/soda bottles; plexiglass (acrylic) clear, smoked, or tinted; Visqueen used to protect flooring
- **Metal:** Aluminum cans/steel banding
- **Paper:** Fliers, brochures, programs, tickets, office paper, newspaper, magazines, paperboard
- **Wood:** Non-laminate wood

**TYPICALLY* DONATE-ABLE**

- **Furniture:** Purchased items
- **Home furnishing:** Decor staging materials
- **Unused raw materials:** Plywood, subflooring, non-laminate wood
- **Flooring:** 100 square feet of flooring. Excludes carpet.
- **Left over giveaways:** Pens, pads of paper, sunglasses, USBs, etc., left over in your promotional giveaway
NAME OF SHOW: NAPEO's 2019 MARKETPLACE / SEPTEMBER 16-17, 2019

METHOD OF PAYMENT

[ ] CHECK

Please make check payable to: Freeman
Checks must be in U.S. funds drawn on a U.S. or Canadian bank. (“U.S. FUNDS” MUST BE PRE-PRINTED on Canadian checks.)

Please reference (451353) on your remittance.

[ ] COMPANY CHECK

Please reference Name of Show & Booth Number so we can properly credit your account.

[ ] CREDIT/DEBIT CARD

For your convenience, we will use this authorization to charge your credit/debit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

☐ AMERICAN EXPRESS  ☐ MASTER CARD  ☐ VISA

We do not accept credit card information via email.

ACCOUNT NO.: EXP. DATE:

CARDHOLDER NAME (PRINT): SIGNATURE:

CITY/STATE/ZIP:

ENTER TOTALS HERE

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MATERIAL HANDLING     RIGGING INSTALLATION     RIGGING DISMANTLE     EXHIBIT TRANSPORTATION     HANGING SIGNS     GRAND TOTAL

- Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: www.freeman.com.
- Orders received after the deadline or without payment will be charged the Standard price.
- Copies of invoices may be picked up from the Freeman Service Center prior to show closing.
- If you have questions or need assistance with any items not listed, please call and ask for Exhibitor Sales.
In order to authorize Freeman to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it at least 14 days prior to show move-in.

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

“We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from Freeman, to be bound by all terms and conditions as described in the Terms & Conditions section of this service manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party.”

BY SUBMITTING THIS FORM VIA FAX OR POSTAL MAIL OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

EXHIBITOR NAME: (PLEASE PRINT)
EXHIBITOR SIGNATURE: DATE:

EXHIBITING COMPANY INFORMATION
EXHIBITING COMPANY NAME: BOOTH #:
EXHIBITING COMPANY ADDRESS:
CITY/STATE/ZIP:
PHONE: EXT. FAX:
CONTACT’S E-MAIL:

Indicate which services are to be invoiced to the Third Party:

☐ ALL FREEMAN SERVICES ☐ FREEMAN EXHIBIT TRANSPORTATION
☐ I&D LABOR/SUPERVISION ☐ RENTAL FURNITURE/CARPET/SIGNS
☐ MATERIAL HANDLING/IN & OUT ☐ BOOTH CLEANING
☐ OTHER

THIRD PARTY COMPANY INFORMATION
THIRD PARTY COMPANY NAME:
CONTACT NAME:
THIRD PARTY BILLING ADDRESS:
CITY/STATE/ZIP:
PHONE: EXT. FAX:
CONTACT’S E-MAIL:
E-MAIL FOR INVOICE:

Invoices will be sent by e-mail; please provide the e-mail address of the person who reconciles your invoices if different than contact’s e-mail.

THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

☐ AMERICAN EXPRESS ☐ MASTERCARD ☐ VISA We do not accept credit card information via email.
ACCOUNT NO: EXP. DATE:
CARDHOLDER NAME (PLEASE PRINT): CARD TYPE:
AUTHORIZED SIGNATURE:
CARDHOLDER BILLING ADDRESS:
CITY/STATE/ZIP:

01/17 (451353)
PAYMENT & LABOR

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The terms and conditions set forth below become a part of the Contract between FREEMAN and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- THE METHOD OF PAYMENT FORM IS SIGNED;
- AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH FREEMAN;
- WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH FREEMAN.

DEFINITIONS
For purposes of this Contract, "FREEMAN" or "The Freeman Companies" means Freeman Expositions, LLC., Freeman Expositions, Ltd., Freeman Audio Visual, Inc., Exhibit Surveys, LLC., Freeman Exhibit, Freeman Transportation, FreemanXP, LLC., Stage Rigging, LLC., The Freeman Company, Freeman Electrical, LLC., Freeman Digital Ventures, LLC., and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited to, any subcontractors FREEMAN may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

PAYMENT TERMS
Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. secure funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional charges as indicated on each order form. Payment for Audio Visual services and equipment is due in advance of move-in, unless otherwise agreed in writing with Freeman. All materials and equipment are on a rental basis for the dur-ration of the show or event and remain the property of FREEMAN except where specifically identified as a sale. All rentals (excluding Audio Visual equipment and computers) include delivery, installation, and removal from EXHIBITOR's booth. Rental prices on Audio Visual equipment and computers do not include la bor, delivery, electrical services or removal of the equipment from the booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour "per-per-hour" charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. Audio Visual orders cancelled within 7 days from the show opening date will be charged a one-day rental rate on equipment. On-site cancellation of Audio Visual services will result in a one-day rental charge of equipment and any applicable labor. If the Show or Event is cancelled, in addition to the costs of rea sons beyond FREEMAN'S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. FREEMAN will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR's responsibility to advise the FREEMAN Service Center Representative of problems with any orders, and to check the EXHIBITOR's invoice for accuracy prior to the close of the Show or Event. If EXHIBITOR is exempt from payment of sales tax, FREEMAN requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, FREEMAN requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all orders, there should be any pre-approved unpaid balance after the close of the show; terms will be net, due and payable in DALLAS, TEXAS upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by FREEMAN shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, FREEMAN agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FREEMAN for its services, as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction, and shall be resolved on its own merits. FREEMAN reserves the right to assess EXHIBITOR for and/or charge EXHIBITOR the difference between the EXHIBITOR's estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and the credit card transaction is declined, EXHIBITOR hereby authorizes Freeman to process the outstanding balance in multiple smaller increments that total the amount of the outstanding payment obligation. In the event that a THIRD PARTY (AGENT) orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

ELECTRICAL
If FREEMAN provides electrical services, claims will not be considered, or adjustments made unless filed in writing, by EXHIBITOR, prior to the close of the event. FREEMAN is not responsible for any damage or loss caused by the loss of power beyond its control and EXHIBITOR agrees to hold FREEMAN, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. EXHIBITOR shall indemnify and hold harmless FREEMAN, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines, penalties or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with EXHIBITOR'S actions or omissions under this Agreement. Please note that electrical services are NOT automatically included in Audio Visual rentals and must be ordered separately from the designated electrical provider.

LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES
EXHIBITOR shall be responsible for the performance of labor provided under this option. It is the responsibility of EXHIBITOR to supervise labor secured through FREEMAN in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with FREEMAN'S Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. If any labor secured through Freeman is conducting overhead work, the Exhibitor is responsible for ensuring that everyone in the area of overhead work is wearing a hard hat. If the Exhibitor does not have its own hard hats, Freeman can assist with obtaining them. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION
EXHIBITOR agrees to indemnify, hold harmless, and defend FREEMAN from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to FREEMAN employees, and/or property damage arising out of work performed by labor provided by FREEMAN but supervised by EXHIBITOR. Further, the EXHIBITOR's indemnification of FREEMAN includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by FREEMAN to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT
PLEASE REFER TO FREEMAN'S "MATERIAL HANDLING TERMS & CONDITIONS" AS IT RELATES TO MATERIAL HANDLING SERVICES AND TO THE "SERVICE REQUEST & SHIPPING INSTRUCTIONS CONTRACT" AS IT RELATES TO TRANSPORTATION SERVICES. CONTRACT TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH FREEMAN. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH FREEMAN.
YOU ARE ENTERING A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. Acceptance of said terms and conditions will be evidenced by the following conditions being met: This Material Handling Agreement that Freeman is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. Freeman may hold and not deliver any of the Collateral to Exhibitor for so long as there are any Obligations that remain unpaid or unsatisfied. FREEMAN IS NOT RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR’S MATERIALS AFTER THEY HAVE BEEN DELIVERED TO EXHIBITOR’S BOOTH AT SHOW SITE OR BEFORE THEY HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. Freeman recommends the securing of security services from Facility or Show Management. All MHA’s submitted to Freeman by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Freeman and the actual count of such items in the booth. Freeman assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without Freeman labels; or improper information on empty labels. FREEMAN WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES OR CONTAINERS OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE. 5. DELIVERY TO THE CARRIER FOR RELOADING. Freeman assumes no responsibility for loss, theft, or disappearance of Exhibitor’s materials after same have been delivered to Exhibitor’s appointed carrier, shipper, or agent for transportation after the conclusion of the show. Freeman loses the material or onto the carrier under assumes from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. FREEMAN ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR’S MATERIALS THAT ARE ARISES OUT OF IMPROPERLY LOADED OR LABELED MATERIALS. 6. DESIGNATED CARRIERS. Freeman shall have the authority to change the Exhibitor designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await Exhibitor’s shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. IN NO EVENT SHALL FREEMAN BE RESPONSIBLE FOR ANY LOSS RESULTING FROM SUCH REROUTING DESIGNATION. 7. FORCE MAJEURE. Freeman’s performance hereunder is subject to, and Freeman shall not be responsible for loss, delay, or damage due to, strike, work stoppages, natural elements, vandalism, Act of God, civil disturbances, power failures, explosions, acts of terrorism or war, or for any other cause beyond Freeman’s reasonable control, nor for ordinary wear and tear in the handling of Exhibitor’s materials. 8. CLAIM(S) FOR LOSS. Freeman agrees that any and all claims for loss or damage must be submitted to Freeman immediately at the show site and in any case not later than thirty (30) business days after the date when Exhibitor’s materials are delivered to the carrier for transportation from show site or from Freeman’s warehouse. All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against Freeman more than one (1) year after the date of loss or damage occurred. a. PAYMENT FOR SERVICES MAY NOT BE WIITHHELD. In the event of any dispute between the Exhibitor and Freeman relative to any loss, damage, or claim, Exhibitor shall not be entitled to, and shall not withhold payment due Freeman for its services as an offset to the amount of any alleged loss or damage. Any claim against Freeman shall be considered a separate transaction and shall be resolved on its own merits. b. MAXIMUM RECOVERY. If found liable for any loss, Freeman’s sole and exclusive maximum liability for loss or damage to Exhibitors materials and Exhibitor’s sole and exclusive remedy is limited to $5.00 (USD) per pound per article with a maximum liability of $100.00 (USD) per item, or $1,500.00 (USD) per shipment whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipper. c. LIMITATION OF LIABILITY. IN NO EVENT SHALL FREEMAN BE LIABLE TO THE EXHIBITOR OR TO ANY OTHER PARTY FOR SPECIAL, COLLABORATIVE, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER SUCH DAMAGES ARE CAUSE OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS. 11. INDEMNIFICATION. Exhibitor agrees to indemnify and forever hold harmless Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys’ fees and investigation costs) arising out or contributed to by Exhibitor’s negligent acts or omissions, acts of third parties, or the negligence, willful misconduct, or deliberate act of Exhibitor’s employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or event to which this Contract relates and including but not limited to: Exhibitor’s failure to follow rules as published and set forth by Facility and/or Show Management. 12. LIEN. Exhibitor grants Freeman a security interest in and a lien on all of Exhibitor’s materials that is from time to time in the possession of Freeman and all the proceeds thereof, including without limitation insurance proceeds (the “Collateral”), to secure the prompt and full payment and performance of all Exhibitor’s indebtedness for monies paid, by Freeman on its behalf, services performed, materials and/or labor from time to time provided by Freeman to or for the benefit of Exhibitor (“Obligations”). Freeman shall have all the rights and remedies of a secured party as provided under the Uniform Commercial Code, as may be amended from time to time (“UCC”), and any notice that Freeman is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. Freeman may hold and not deliver any of the Collateral to Exhibitor for so long as there are any Obligations that remain unpaid or unsatisfied. 13. WAIVER & RELEASE. Exhibitor, as a material part of the consideration to Freeman for material handling services, waives and releases all claims against Freeman with respect to all matters for which Freeman has disclaimed liability pursuant to the provisions of this Contract. 14. DRIVER LIABILITY WAIVER, IN CONSIDERATION OF FREEMAN PERMITTING ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK AND/OR EQUIPMENT THAT YOU ARE OPERATING (TRUCKOWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCKOWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOU, YOUR EMPLOYER, OTHERS, AND OR OTHERS ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES, YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY; YOU RECOGNIZE THE HAZARDS AND ARE AWARE OF ALL THE RULES FOR SAFE OPERATION YOU, YOUR EMPLOYER, THE TRUCKOWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS FREEMAN, ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISE.
1. DEFINITIONS: In this Agreement, the term “Freeman” means Freeman Exhibition Services, Inc., its respective owners, directors, officers, agents, directors, affiliates, assigns, related entities, and all contractors appointed by Freeman or the Shipper, including any contractors appointed by Freeman. The term “Shipper” means the person or business for whom Freeman is performing the services, and includes the Shipper’s directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only any third-party Subcontractor (“Shipper’s Affiliates”). All references to “property” are defined as “Personal Property,” which includes personal property, documents of title, and shipping instructions, and excludes any dangerous substance. All references to “Freeman” include its directors, agents, assigns, affiliated companies, and contractors appointed by Freeman, except when the context clearly indicates the term is to be read as excluding any agency or contractor appointed by Freeman. “Property” is all objects of any type received from the Shipper for transport by Freeman as directed by the Shipper. Proprietary materials, information, and/or computer software or databases shall remain the property of the Shipper and not be removed from the premises without the Shipper’s written consent.

2. FINAL CONTRACT BETWEEN THE PARTIES: In exchange for Shipper’s payments and Freeman’s services, which the parties have stipulated in this two-page Contract (including the Air Cargo Service Request and Shipping Instructions), Freeman and Shipper each agree that this Contract shall govern their respective rights, duties, and obligations, and that any and all other promises, agreements, understandings, negotiations, and communications made prior to the signing of this Contract shall be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

3. Freeman’s RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED: Freeman is responsible for the satisfactory performance of any services which it directly provides under this Contract. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of delay, distance, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause) strike, stoppage, work slowdown or stoppage, public order or military, factory failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disorder, failure to deliver due to lack of availability of necessary labor or materials, or any cause beyond its reasonable control or for which it is not responsible, including (by way of illustration only, and not as a limitation on the breadth of this clause) strike, lockout, work stoppage or slowdown, public order or military, reason of necessity to litigate the dispute, the dispute shall be litigated in a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

4. PACKAGING AND CRATES: Shipper’s property must be well packaged for safe and secure handling, storage, and shipment. Property not properly packed will result in additional charges. Any and all shipments must be made in acceptable packages. Property shall be to the best advantage. Where Freeman is directed by Consignee or designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

5. REFUSED SHIPMENTS: If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a property because of fault or mistake of the Consignee, Freeman’s liability shall then become that of a warehouseman.

6. LIMITATION ON SHIPPER’S RECOVERABLE DAMAGES: FREEMAN’S LIABILITY FOR DAMAGES ON DOMESTIC SHIPMENTS, INCLUDING BUT NOT LIMITED TO THOSE DAMAGES ARISING FROM OR RELATED TO MISDELIVERY, INCOMPLETE OR OTHERWISE INADEQUATE DELIVERY, NONDELIVERY, INACCEPTABILITY OF THE PROPERTY, DAMAGE TO THE PROPERTY, INCLUSION OF ANY DANGEROUS SUBSTANCES IN THE PROPERTY, OR ITS FAILURE TO COMPLY WITH THE SHIPPING INSTRUCTIONS OR FAILURE TO COLLECT OR PROPERLY DELIVER A PAYMENT INSTRUMENT), NONDELIVERY, MISSED PICKUP, DEFECTIVE OR NONFUNCTIONAL CONTAINERS, OR DAMAGE TO PROPERTY CAUSED BY FREEMAN’S NEGLIGENCE OR INFRINGEMENT OF ANY PATENT, COPYRIGHT, TRADE SECRET, OR OTHER INTELLECTUAL PROPERTY RIGHTS, SHALL BE LIMITED TO THE LESSER OF (A) THE AMOUNT OF THE DECLARED VALUE (UP TO THE HIGHER OF $9.07 PER POUND ($20.00 PER KILOGRAM) OF CARGO ADVERSELY AFFECTED THEREBY, PLUS TRANSPORTATION CHARGES) OR (B) THE AMOUNT OF LOSS OR DAMAGE ACTUALLY INFLICTED. IN NO CASE, WHETHER ARISING BY CONTRACT, TORT, OR OTHERWISE, SHALL FREEMAN OR ANY OF ITS AGENTS OR EMPLOYEES BE LIABLE FOR ANY LOSS, DAMAGE, OR INDEMNIFICATION FOR ANY CAUSE, INCLUDING (BY WAY OF ILLUSTRATION ONLY, AND NOT AS A LIMITATION ON THE BREADTH OF THIS CLAUSE) CONSEQUENTIAL DAMAGES, LOSS OF GOODWILL, LOSS OF PROFITS OR INCOME, BUSINESS INTERRUPTION DAMAGES, INDEMNIFICATION OR DAMAGE TO PERSONAL OR REAL PROPERTY, OR FOR ANY AND ALL DEMANDS, CLAIMS, CAUSES OF ACTION, FINES, PENALTIES, DAMAGES, INCLUDING CONSEQUENTIAL, LIABILITIES, EXPENSES OR DESTRUCTION OF THE PROPERTY. THIS LIMITATION SHALL APPLY TO FREEMAN, ITS SUBCONTRACTORS, FACILITY AND/OR SHOW MANAGEMENT; AND/OR SHIPPER’S FAILURE TO COMPLY WITH (A) OR (B) OF THIS AGREEMENT REGARDING THE INCLUSION OF ANY DANGEROUS SUBSTANCES IN THE PROPERTY PLACED WITH FREEMAN.

7. SHIPPER’S RESPONSIBILITIES AND INDEMNIFICATION: As provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated to receive notice in these instructions.

8. CLAIMS: Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within five (5) business days of delivery, of any loss or damage to the shipment. Notice of claimed damage must be confirmed in writing or via email at exhibit.transportation@freemanto.com within five (5) business days of receipt of the property. If Carrier schedules an inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as they were when damage was discovered. Receipt of the shipment by the Consignee or the Shipper’s agent without notice on the delivery receipt or delivery manifest indicates that the shipment was received in good condition. If the claimant fails to notify Freeman of the damage within the time frames specified above, Freeman may place the shipment in public storagewithout the owner’s fee and without liability to Freeman.

9. CHOICE OF FORUM: THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE UNITED STATES OF AMERICA AND THE STATE OF TEXAS WITHOUT GIVING EFFECT TO THE STATE’S CONFLICT OF LAWS RULES. FREEMAN AND SHIPPER AGREE THAT ANY CLAIM OR DISPUTE OF ANY SORT ARISING OUT OF OR IN ANY WAY RELATED TO THIS CONTRACT, THE SERVICES RENDERED UNDER THIS CONTRACT OR THE POLICIES OF FREEMAN, INCLUDING BUT NOT LIMITED TO THE TERMS OF USE, PRIVACY POLICY, AND SECURITY POLICY, WHICH ARE INCORPORATED INTO THIS AGREEMENT BY REFERENCE, SHALL BE ARBITRATED IN DALLAS, TEXAS, AND THE RULES OF THE AMERICAN ARBITRATION ASSOCIATION WILL APPLY TO BINDING ARBITRATION IS UNAVAILBLE TO RESOLVE ANY CONFERENCE OR CONCERNING THE DISPUTE SHALL BE LITIGATED IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.

10. MISCELLANEOUS: Shipper warrants the accuracy of the weight and dimension data furnished in this Contract. Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, it will be subject to the rights and restrictions described herein and that Shipper will have no control over the property until it is delivered pursuant to the instructions in this Contract. Shipper understands that it is not the responsibility of Freeman to verify any information of any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the accuracy of information of the property and all matters related to payment for the shipment.
1. DEFINITIONS. In this Contract, "Freeman" means Freeman Expositions, Inc., and its respective employ- ees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term "Shipper" means the person or business for whom the property is being transported, and includes the person, his servants, agents, assignees, and contractors. The term "Consignee" means the person, firm, or corporation to whom property is consigned, and includes his servants, agents, assignees, and contractors appointed by the Shipper, excluding only Freeman. "Property" is all objects of any type received from the Shipper for transport by Freeman as described herein. "Consignee" is the party to whom property is consigned. The term "Notification" means any notice given by Freeman to either the Shipper or the Consignee that the property has been received, in transit, or has been delivered. "Freeman's" liability for a shipment shall be determined by dividing Shipper's declared value for damage by the actual weight of the shipment. In all cases not prohibited by law, where a declared value for the shipment has been established by the Shipper, the same shall be reduced by the value (if any) of the portion damaged or destroyed. If there is a sale of the property, Freeman shall be deemed to have been agreed upon in writing as the released value of the property upon which the rate is based, such lower value plus freight charges, if paid, shall be the maximum recoverable amount for loss or damage. Notwithstanding the above limitations, the terms of this Contract shall in all cases follow the provisions of "PERSONAL PROPERTY, MOTOR CARGO HARMONY, $500.00 (USD); (a) Artworks and objects of art, including without limitation, original paintings, drawings, etchings, watercol- ors, tapestries and sculptures or prototypes; (b) Clocks, jewelry, including costume jewelry, furs, and trimmed clothing; (c) Unlabelled, but not in original packaging; (d) Jewelry, watches, currency, gift certificates, debt cards, credit cards, and any other items of extraordinary value. (e) For other unmarked, unlabeled, or improperly packaged shipments, the maximum liability is the lesser of $3.00 (USD) per pound or the actual invoice price.

Any declared value in excess of the maximum allowed herein shall void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximum does not constitute a waiver of the terms of this Contract. In any event, (excluding small package program shipments) Freeman's MAXIMUM LIABILITY WILL NEVER BE MORE THAN $100,000 PER SHIPMENT. Shipper understands that even if Shipper is not able to participate or fully participate in a Show due to loss of, theft, or damage to their property, Freeman shall not be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential losses, indirect or special damages, stoppage of work, commercial loss, lost profits, loss of use of any kind or nature. Shipper warrants and will ensure that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gases, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance,物, material, or object in any form that could pose a threat to the health or safety of Freeman persons, property, or the public. In general, such goods may be warehoused at owner's risk and expense or destroyed without compensation.

(c) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, actions for costs, actions, fines, penalties, damages including consequential, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or property damage, or any other loss or damage of any kind or kind or nature, including the payment of the costs of any suit or proceeding, however, consequential, brought or commenced by any person or company, on behalf of Shipper, its employees, or agents in the defense of any action, matter or object in any form that could pose a threat to the health or safety of Freeman persons, property, or the public. Shipper shall immediately notify Freeman of any such suit, demand, action, matter or object in any form that could pose a threat to the health or safety of Freeman persons, property, or the public.

10. CLAIMS. Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for damage must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage, or delay shall be instituted against Freeman no later than two (2) years and one (1) day from the day when written notice is given by Shipper to the claimant that Freeman has discharged the claim or part or parts of the claim specified in written notice of claim. Claims for loss, damage, or delay of or to property shipped by or through the National Motor Freight Classification, published by the National Motor Freight Traffic Association. If the integrity of a shipment is in question, Freeman reserves the right to improve packaging at shipper's expense.

6. REFUSED SHIPMENTS. If the Consignee refuses a shipment tendered for delivery, if Freeman is unable to deliver a shipment because of circumstances beyond its control, or if the property is left at the premises of a warehouseman, (a) Freeman may, at its option, attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to the Shipper or the party, if any, designated in these instructions to receive notice. (b) Storage charges, if applicable, shall start no sooner than the next business day following the attempt- ed notification. Storage may be, at Freeman's option, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner's expense and without liability to Freeman. (c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to sell the shipment for the amount recovered at such auction. (d) Freeman may authorize liquidation of any perishable property at a price less than cost to recover all charges. Freeman will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold having the interest in the property subject to all liens, charges and encumbrances prior to Freeman's lien for insurance and storage charges. (e) If a claim is rejected, Freeman may retain title to the property until payment is made in full.

7. INSURANCE. Freeman IS NOT AN INSURER. Shipper is responsible for obtaining insurance for its property. Freeman provides no insurance for Shipper or its property.

8. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES. Shipper understands that even if shipper's property is lost, stolen, damaged, or destroyed, the recoverable damages paid by Freeman's MAXIMUM LIABILITY SHALL BE THE AMOUNT OF PROVEN ACTUAL VALUE NOT EXCEEDING THE LOWER OF FAIR MARKET VALUE.

THE "FAIR MARKET VALUE" EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A BILLING BUYER AND A BILLING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARM'S LENGTH SALE, OR $5.00 (USD) PER POUND OF CARGO LOST OR DAMAGED. (THE "FAIR MARKET VALUE") IS THE LOWEST OF THE FOLLOWING:

(a) The agreed price paid by Shipper to Consignee for the space designated on the shipping instructions and pays the appropriate valuation charge. Even if Shipper has made a declaration of value, liability will never exceed the depreciated original invoice value or the agreed price paid by Shipper to the Consignee for the space designated on the shipping instructions, whichever is less, if less than the depreciated original invoice value.

(b) The depreciated original invoice value based on the depreciation of your property where it is located.

(c) The agreed price paid by Shipper to Consignee for the space designated on the shipping instructions and pays the appropriate valuation charge. Even if Shipper has made a declaration of value, liability will never exceed the depreciated original invoice value or the agreed price paid by Shipper to the Consignee for the space designated on the shipping instructions, whichever is less, if less than the depreciated original invoice value.

(d) The depreciated original invoice value based on the depreciation of your property where it is located.

(e) The agreed price paid by Shipper to Consignee for the space designated on the shipping instructions and pays the appropriate valuation charge. Even if Shipper has made a declaration of value, liability will never exceed the depreciated original invoice value or the agreed price paid by Shipper to the Consignee for the space designated on the shipping instructions, whichever is less, if less than the depreciated original invoice value.

(f) The depreciated original invoice value based on the depreciation of your property where it is located.

11. CHOICE OF FORUM/ ARBITRATION. THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ANY ACTION TO ENFORCE ANY RIGHT OR DEFEND ANY SUIT UNDER THIS CONTRACT OR ANY INTERPRETATION OR INTERPRETATION OF THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or in connection with the performance or breach of this Agreement shall be finally settled by arbitration administered by the Texas Motor Carrier Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) is/are final and binding on the parties to the arbitration.

12. MISCELLANEOUS. (a) Shipper warrants the accuracy of the weight and dimension data furnished in this Contract; if it is not correct. In the event it is discovered that the shipper furnished incorrect weight and/or dimensions data furnished in this Contract, Shipper has no right to control the shipment, stop the shipment in transit, or divert or rescind sale. (c) Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo, as the basis for a contract of carriage and that the parties to this Agreement shall be the only parties to negotiate and agree any issues of concern to all matters related to payment for the shipment. Shipper agrees that all shipments are subject to correction and final notice of the charges by Freeman. See the Freight Bill of Lading for further details.

13. SMALL PACKAGE PROGRAM. If items shipped via Freeman's Small Packages program are lost, damaged, or destroyed, the recoverable damages paid by Freeman's MAXIMUM LIABILITY SHALL BE THE AMOUNT OF PROVEN ACTUAL VALUE NOT EXCEEDING THE LOWER OF FAIR MARKET VALUE.
TRANSPORTATION SERVICE, FULLY LOADED.
Our convenient, affordable package puts productivity in overdrive.

Turn to Freeman for one-stop transportation services. Our all-inclusive round trip standard ground shipping and material handling package means transporting materials to any exhibit location has never been easier or more affordable. Plus, Freeman works directly with you and show site decision makers to streamline the process, so it's faster than ever to get on the road to success.

The Freeman Exhibit Transportation promise:

- All-inclusive pricing with no additional fees for pickups and deliveries, including weekend and night service
- Pick-up and transportation from point of origin to your choice of either advance warehouse or show site
- On-site transportation experts are available before, during and after the show
- Reliable customer service seven days a week, offering complete shipment visibility and expert supervision
- Pre-printed shipping labels and outbound paperwork

Benefits:

- Turnkey pricing ensures precise budgeting
- No additional handling, pick-up or delivery fees
- No additional fuel surcharges or overtime surcharges
- No carrier waiting time fees
- Experienced on-site transportation reps from move-in through move-out
- LTL (less than truck load) shipping

*Services apply to destinations anywhere in the Continental U.S.*

To take advantage, call 1-800-995-3579 or email exhibit.transportation@freeman.com for a quote.
With more than 90 years of experience in the events industry, no one understands exhibit transportation better than Freeman. Our transportation services are a seamless extension of the premium products that exhibitors around the world rely on time and time again.

Between our all-inclusive pricing and superior customer service, Freeman Exhibit Transportation is the most reliable, convenient and cost-effective solution available. Our team of experts has the ability to quickly respond to changes when necessary, remaining entirely responsive to all of your show requirements, whenever and wherever they arise.
EXHIBIT TRANSPORTATION SERVICES

Freeman Exhibit Transportation is an EPA Smartway Partner and is dedicated to reducing carbon emissions related to the transportation of goods. Renting or shipping items locally saves on carbon emissions and your shipping footprint.

Freeman Exhibit Transportation promise:

- **ALL-INCLUSIVE PRICING WITH NO ADDITIONAL FEES FOR PICKUPS AND DELIVERIES, INCLUDING WEEKEND AND NIGHT SERVICE**
- **ONE CONVENIENT INVOICE ENCOMPASSING ALL FREEMAN SHOW SERVICES**
- **ON-SITE TRANSPORTATION EXPERTS ARE AVAILABLE BEFORE, DURING AND AFTER THE SHOW**
- **RELIABLE CUSTOMER SERVICE SEVEN DAYS A WEEK, OFFERING COMPLETE SHIPMENT VISIBILITY AND EXPERT SUPERVISION**

Questions?

For more information regarding our services, rates, shipment deadlines, documentation requirements, ordering and the terms and conditions of our service offerings, please visit [freeman.com](http://freeman.com)

Continental U.S. Exhibitors: Contact our exhibit transportation experts at **800.995.3579** or via email at [exhibit.transportation@freeman.com](mailto:exhibit.transportation@freeman.com)

International Exhibitors: Contact our exhibit transportation experts at **+1.817.607.5183** or via email at [international.freight@freeman.com](mailto:international.freight@freeman.com)

DON'T FORGET ABOUT INBOUND SHIPPING! COMPLETE AND SEND THE ORDER FORM
TIPS FOR EASY ORDERING

- Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.
- International Exhibitors remember - Shipments originating from countries other than the US must be cleared through customs. Please call for additional information:
  (800) 995-3579 Toll Free US & Canada
  (817) 607-5183 Local & International

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date:
SHIPPER NAME
SHIPPER ADDRESS

DESTINATION

☐ I will be shipping to the WAREHOUSE
  FREEMAN / Exhibiting Company Name / Booth #
  NAPEO’s 2019 MARKETPLACE
  C/O: FREEMAN / AWD
  15505 LONG VISTA DRIVE, STE 210
  AUSTIN, TX 78728
  MUST BE DELIVERED BY SEPTEMBER 09, 2019

☐ I will be shipping to SHOW SITE
  FREEMAN / Exhibiting Company Name / Booth #
  NAPEO’s 2019 MARKETPLACE
  C/O: FREEMAN
  JW MARRIOTT AUSTIN
  110 E 2ND STREET
  AUSTIN, TX 78701
  CANNOT BE DELIVERED BEFORE SEPTEMBER 16, 2019

OUTBOUND SHIPPING

☐ I would like to schedule outbound Freeman Exhibit Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may print your Outbound Material Handling Agreement and labels, please complete the following information if different from pick up address:
Ship to address:

☐ Standard Ground: Dependent on distance
☐ Expedited Ground: Tailored to specific requirements
☐ Specialized: Pad wrapped, uncrated, truck load

TYPE OF SERVICE

☐ Next Day Air: Delivery next business day by 5:00 PM
☐ Second Day Air: Delivery second business day by 5:00 PM
☐ 3-5 Day Service: Delivery within 3 - 5 business days
☐ Declared Value $

Air Transportation charges are billed by Dimensional or Actual Weight, whichever is greater.

COMPLETE THIS FORM ONLY IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BY FREEMAN EXHIBIT TRANSPORTATION

NAME OF SHOW:  NAPEO’s 2019 MARKETPLACE / SEPTEMBER 16-17, 2019
COMPANY NAME:  
BOOTH #:  
BOOTH SIZE:  
CONTACT NAME :  
PHONE #:  
E-MAIL ADDRESS :

For Assistance, please call applicable number listed above to speak with one of our experts.

For fast, easy ordering, go to www.freeman.com

SHIPPING INFORMATION

Items to be shipped

<table>
<thead>
<tr>
<th>Number of Pieces</th>
<th>Est. Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crates (wooden)</td>
<td></td>
</tr>
<tr>
<td>Cartons (cardboard)</td>
<td></td>
</tr>
<tr>
<td>Cases/Trunks (fiber) (color ___________ )</td>
<td></td>
</tr>
<tr>
<td>Skids/Pallets</td>
<td></td>
</tr>
<tr>
<td>Carpet (color ________________ )</td>
<td></td>
</tr>
<tr>
<td>Other ( ________________ )</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

Size of largest piece: (H) _____ (W) ______ (L) _____

NOTE: Shipments will be weighed and measured prior to delivery.

07/17
WHAT ARE FREIGHT SERVICES?

As the official service contractor, Freeman is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight — either to the warehouse or directly to show site.

HOW DO I SHIP TO THE WAREHOUSE?

- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, call Exhibitor Services at the location listed on the Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Quick Facts. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to the Quick Facts for warehouse hours. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets/pads. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor set up.

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

- Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive collect, mark your bill of lading “prepaid.”
- “Prepaid” designates that the transportation charges will be paid by the exhibitor or a third party.

HOW SHOULD I LABEL MY FREIGHT?

- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the warehouse or show site is located on the Quick Facts.

HOW DO I SHIP TO SHOW SITE?

- Freight will be accepted only during exhibitor move-in. Please refer to the Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

- Charges will be based on the weight of your shipment. Each shipment received is billed individually and is subject to the applicable show weight minimum. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one “cwt.” (one hundred weight). All shipments are subject to reweigh.
- On the Material Handling Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the rate for the freight category that best describes your shipment. There are four categories of freight:
  - **Crated:** material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
  - **Special Handling:** material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures.
FREIGHT SERVICES

Uncrated: material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.

Carpet and/or Pad Only: shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.

- All inbound and outbound shipments are subject to overtime charges if the shipments are received, loaded or unloaded during the overtime hours specified on the Material Handling Order Form. This includes both warehouse and show site shipments.
- Add any late delivery or off-target charges listed on the Material Handling Order Form if the freight will be received after the deadlines listed on the Quick Facts.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.

WHERE DO I GET A FORKLIFT?

- Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site. Refer to the Rigging Order Form for available equipment.
- Advance and show site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Freeman Service Center.
- Start time is guaranteed only when equipment is requested for the start of the working day.

DO I NEED INSURANCE?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by Freeman are subject to the Terms and Conditions, which can be found in the exhibit service manual or online at www.freeman.com.

WHY DO I PROTECT MY MATERIALS AFTER THEY ARE DELIVERED TO THE SHOW OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Freeman Service Center at show site for your shipping documents.
- Once we receive your outbound shipping information we will create your Material Handling Agreement and shipping labels. If the shipping information is provided in advance, the Material Handling Agreement will be delivered to your booth with your invoice. Otherwise the Material Handling Agreement and labels will be available for pick up at the Freeman Service Center.

• After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Freeman Service Center.
• Call your designated carrier with pick-up information. Please refer to the Quick Facts for specific dates, times and address for pick up. In the event your selected carrier fails to show by the final move-out day, your shipment will either be rerouted on Freeman’s carrier choice or delivered back to the warehouse at the exhibitor’s expense.
• For your convenience, approved show carriers will be on site to book outbound transportation if you have not made arrangements in advance.

FREEMAN

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

- Pick up “Empty Labels” at the Freeman Service Center. Once the container is completely empty, place a label on each container individually. Labeled empty containers will be picked up periodically and stored in non-accessible storage during the event.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

OTHER AVAILABLE FREIGHT SERVICES

(No not be available in all locations)

- Cranes
- Accessible storage at show site
- Exhibit transportation services (see enclosed brochure)
- Security storage at show site
- Short-term and long-term warehouse storage
- Local pick-up and delivery
- Priority empty return

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com
NAME OF SHOW: NAPEO's 2019 MARKETPLACE / SEPTEMBER 16-17, 2019
COMPANY NAME: BOOK #: 
CONTACT NAME: PHONE #: 
E-MAIL ADDRESS: 

For Assistance, please call 210-554-2021 to speak with one of our experts.

Let Freeman OnLine® estimate your material handling charges for you. Log on to www.freeman.com select your show and click on “Estimate My Material Handling Costs”. From Freeman OnLine® you can print extra shipping labels, get tips on how to package your freight and much more.

### MATERIAL HANDLING SERVICES

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per CWT</th>
<th>Minimum Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WAREHOUSE SHIPMENT (200 lb. minimum)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$86.50</td>
<td>173.00</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$112.50</td>
<td>125.00</td>
</tr>
<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td>$129.75</td>
<td>259.50</td>
</tr>
<tr>
<td><strong>SHOW SITE SHIPMENT (200 lb. minimum)</strong></td>
<td>$80.00</td>
<td>160.00</td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$104.00</td>
<td>208.00</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$120.00</td>
<td>240.00</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td>$120.00</td>
<td>240.00</td>
</tr>
<tr>
<td><strong>SMALL PACKAGE - MAXIMUM WEIGHT IS 30 LBS PER SHIPMENT</strong></td>
<td>$40.00</td>
<td></td>
</tr>
<tr>
<td>Per Shipment</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*R* A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

**ADDITIONAL SURCHARGES:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per CWT</th>
<th>Minimum Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipment Delivered after Deadline Date (in addition to above rates)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Warehouse Shipment after 09/09/2019</td>
<td>$21.75</td>
<td>43.50</td>
</tr>
<tr>
<td>Show Site Shipment after 09/16/2019</td>
<td>$20.00</td>
<td>40.00</td>
</tr>
<tr>
<td>Overtime Charge - Inbound (in addition to above rates)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$21.75</td>
<td>43.50</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$26.00</td>
<td>52.00</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td>$30.00</td>
<td>60.00</td>
</tr>
<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td>$30.00</td>
<td>60.00</td>
</tr>
<tr>
<td>Overtime Charge - Outbound (in addition to above rates)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$21.75</td>
<td>43.50</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$26.00</td>
<td>52.00</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td>$30.00</td>
<td>60.00</td>
</tr>
<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td>$30.00</td>
<td>60.00</td>
</tr>
</tbody>
</table>

**LATE SHIPMENT FEES:**

If freight is received in the warehouse during the exhibitor move-in or show hours, there will be an additional late fee per trip of $150.00.

<table>
<thead>
<tr>
<th>Description</th>
<th>Weight</th>
<th>CWT</th>
<th>Price per CWT</th>
<th>Estimated Total Cost (200 lb. Min.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surcharges</td>
<td>ᴡ 100 =</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8.25% Tax

Total

3323 IH 35 North, Ste 120
San Antonio, Texas 78219
Ph: 210/554-2021 • Fax 469/621-5611

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER
Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments, and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver.

**What is Ground Loading/Unloading?**
Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.

**What is Constricted Space Loading/Unloading?**
Trailer loaded “high and tight” shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

**What is Designated Piece Loading/Unloading?**
Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

**What are Stacked Shipments?**
Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or “cubed out” shipments, loose items placed on top of crates and/or pallets constitute special handling.

**What is Shipment Integrity?**
Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to our customers.

**What is Alternate Delivery Location?**
Alternative delivery location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels in the same building, or to other buildings in the same facility.

**What are Mixed Shipments?**
Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling. Freeman defines special handling for mixed loads as having less than 50% of the volume as uncrated.

**What does it mean if I have “No Documentation”?**
Shipments arrive from a small package carrier (including, among others, Federal Express, UPS & DHL) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

**What is the difference between Crated and Uncrated Shipments?**
Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting points.

**What about carpet only shipments?**
Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.
<table>
<thead>
<tr>
<th><strong>TO:</strong></th>
<th>EXHIBITOR NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>C/O:</strong></td>
<td>FREEMAN / AWD</td>
</tr>
<tr>
<td>15505 LONG VISTA DRIVE</td>
<td></td>
</tr>
<tr>
<td>STE 210</td>
<td></td>
</tr>
<tr>
<td>AUSTIN, TX 78728</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>WAREHOUSE</strong></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>EVENT:</strong></th>
<th><strong>NAPEO's 2019 MARKETPLACE</strong></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>BOOTH NO:</strong></th>
<th>____</th>
<th><strong>NO. ____ OF ____ PCS</strong></th>
</tr>
</thead>
</table>

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.
EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND SHIPPING LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU AND DELIVER THEM TO YOUR BOOTH PRIOR TO SHOW CLOSE. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM TO THE FREEMAN SERVICE CENTER.

For fast, easy ordering, go to www.freeman.com

<table>
<thead>
<tr>
<th>OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS</th>
</tr>
</thead>
<tbody>
<tr>
<td>For Assistance, please call (210) 554-2021 to speak with one of our experts.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>METHOD OF SHIPMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>SELECT A CARRIER:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>☐ Freeman Exhibit Transportation</td>
</tr>
<tr>
<td>☐ Other Carrier</td>
</tr>
<tr>
<td>Carrier Name: ___________________</td>
</tr>
<tr>
<td>Carrier Phone: (451353)</td>
</tr>
<tr>
<td>Freeman will make arrangements for all Freeman Exhibit Transportation shipments.</td>
</tr>
<tr>
<td>Arrangements for pick-up by other carriers is the responsibility of the exhibitor.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SELECT A LEVEL OF SERVICE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ 1 Day: Delivery next business day</td>
</tr>
<tr>
<td>☐ 2 Day: Delivery by 5:00 PM second business day</td>
</tr>
<tr>
<td>☐ Deferred: Delivery within 3-5 business days</td>
</tr>
<tr>
<td>☐ Standard Ground</td>
</tr>
<tr>
<td>☐ Specialized: Pad wrapped, uncrated, or truckload</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SELECT SHIPMENT OPTIONS (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Have loading dock</td>
</tr>
<tr>
<td>☐ Inside delivery</td>
</tr>
<tr>
<td>☐ Pad wrap required</td>
</tr>
<tr>
<td>☐ Do not stack</td>
</tr>
<tr>
<td>☐ Lift gate required</td>
</tr>
<tr>
<td>☐ Air ride required</td>
</tr>
<tr>
<td>☐ Residential</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SELECT DESIRED NUMBER OF LABELS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>____________________________</td>
</tr>
</tbody>
</table>

Once your shipment is packed and ready to be picked up from your booth, please return completed the Material Handling Agreement to the Freeman Service Center. Shipments without a Material Handling Agreement turned in will be returned to our warehouse at exhibitor's expense.

07/17  (451353)
EMPOWERING YOUR BUSINESS FROM THE GROUND UP

Meaningful engagement doesn’t have to be complicated. You just need the right elements. Whether you’re a global brand testing a new product, a startup seeking exposure, or an organization needing flexibility, the furnishings to create a dynamic brand experience start here.
To learn more about our exhibit solutions, go to freeman.com/exhibit-design

It’s not about building a booth.
It’s about designing a...
Fairfax Sofa & La Brea Chairs

10’x10’ Booth

10’x10’ Munich Sectional Booth

10’x20’ Malba Café & Bench Theater Booth
Power Up In Style.

Empower attendees at your next show with functional charging furniture and make searching for wall outlets history. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities.

**POWERED DETAIL**

**POWERED DETAIL**

**ROMA**

81021 Chair, Powered
(white vinyl) 37" L 31" D 33" H

83017 Sofa, Powered
(white vinyl) 78" L 31" D 33" H

85035
4’ Boxwood Hedge
46" L 9" D 47" H

**HEDGE**

820710
Wireless Charging Table, Powered
(white, ac plug-in) 20" L 20" D 18" H
Powered Seating

A) 810120
Naples Chair, Powered  
(black vinyl)  
36”L 30”D 33.25”H

B) 830121
Naples Sofa, Powered  
(black vinyl)  
87”L 30”D 33.25”H

C) 830122
Naples Loveseat, Powered  
(black vinyl)  
62”L 30”D 33.25”H

Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

Powered Tables

Ventura Powered Tables

Ventura Powered Bar Tables  
72.25”L 26.25”D 42”H (silver frame)  
A) 820955 (white top)  
B) 820950 (black top)

Ventura Powered Café Tables  
72.25”L 26.25”D 30’’H (silver frame)  
C) 820964 (black top)  
D) 820965 (white top)

Sydney Powered Cocktail Tables  
48”L 26”D 18”H (brushed steel)  
E) 82073 (white)  
F) 82076 (black)

Please visit freeman.com for more details.
Modular System
Create round banquets or custom serpentine seating. The Power Banquette system has three AC and two USB plugs built into the center cone so your client will never be left powerless. Center power cone may also be rented as a free-standing charging station.
Powered Pedestals

A) 85061 24”L 24”D 36”H
B) 85063 24”L 24”D 42”H
C) 85060 24”L 24”D 36”H
D) 85062 24”L 24”D 42”H

(The flip top electrical units rotate 180 degrees, allowing devices to be charged from inside the locked cabinet or on the surface.)

Powerd Locking Pedestal (white)
A) 85061 24”L 24”D 36”H
B) 85063 24”L 24”D 42”H
C) 85060 24”L 24”D 36”H
D) 85062 24”L 24”D 42”H

Wireless Charging Table, Powered
E) 820710 (white, AC plug-in) 20”L 20”D 18”H

Please Note: Customer is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

Powered Tech Desk

A) 84083 Tech Desk, Powered w/3 Drawer File Cabinet
B) 84084 Tech Desk, Powered
C) 84080 3 Drawer File Cabinet on Castors

A) 84083 Tech Desk, Powered w/3 Drawer File Cabinet
(white metal, laminate) 60”L 30”D 30”H

B) 84084 Tech Desk, Powered
(black metal, laminate) 60”L 30”D 30”H

C) 84080 3 Drawer File Cabinet on Castors
(black metal, laminate) 16”L 20”D 28”H

visit freeman.com | 7
**Soft Seating**

*Create Engaging Booth Environments*

<table>
<thead>
<tr>
<th>Product</th>
<th>Model</th>
<th>Description</th>
<th>Dimensions</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOPI</td>
<td>810140</td>
<td>Chair (gray linen)</td>
<td>21&quot;L 25&quot;D 34&quot;H</td>
</tr>
<tr>
<td></td>
<td>830150</td>
<td>Loveseat</td>
<td>48&quot;L 25&quot;D 34&quot;H</td>
</tr>
<tr>
<td>HEDGE</td>
<td>85030</td>
<td>7' Boxwood Hedge</td>
<td>36.5&quot;L 12&quot;D 84&quot;H</td>
</tr>
<tr>
<td>PEDESTAL</td>
<td>85063</td>
<td>Powered Locking (white)</td>
<td>24&quot;L 24&quot;D 42&quot;H</td>
</tr>
<tr>
<td>CAFÉ TABLE</td>
<td>8201223</td>
<td>Hydraulic Chrome Base (laminate white top)</td>
<td>30&quot;Round 29&quot;H</td>
</tr>
<tr>
<td>REGIS</td>
<td>82075</td>
<td>End Table (brushed metal)</td>
<td>16&quot;L 15.5&quot;D 16.5&quot;H</td>
</tr>
<tr>
<td>MARCHE</td>
<td>815159</td>
<td>Swivel Ottoman (blue fabric)</td>
<td>17&quot;RND 18&quot;H</td>
</tr>
</tbody>
</table>

10’x20’ Hopi Lounge & Zenith Café Booth

visit freeman.com
**Soft Seating Collections**

### BAJA

A) **81050 Chair**  
- Black vinyl  
- 36"L 30.5"D 28"H

B) **83019 Sofa**  
- White vinyl  
- 86"L 28"D 30"H

C) **83020 Loveseat**  
- White vinyl  
- 61"L 30.5"D 28"H

### FAIRFAX

A) **830949 Sofa**  
- White vinyl, brushed metal  
- 62"L 26"D 30"H

B) **810949 Chair**  
- White vinyl, brushed metal  
- 27"L 26"D 30"H

### NAPLES

A) **810119 Chair**  
- Black vinyl  
- 36"L 30"D 33.25"H  
- **810120 (Powered)**

B) **830119 Sofa**  
- Black vinyl  
- 87"L 30"D 33.25"H  
- **830121 (Powered)**

C) **83020 Loveseat**  
- Black vinyl  
- 62"L 30"D 33.25"H  
- **830122 (Powered)**

Available in Power
Munich Collection
Modular Seating to Design Custom Exhibits

MUNICH
830201 Sectional 3pc.
(gray fabric)
93.5”L 27”D 28.5”H

830200 Munich Armless Loveseat
(gray fabric)
45”L 27”D 28.5”H

80150 Munich Corner Chair
(gray fabric)
26”L 27”D 28.5”H

80151 Munich Armless Chair
(gray fabric)
22.5”L 27”D 28.5”H

HEDGE
85035
4’ Boxwood Hedge
46”L 9”D 47”H

WIRELESS CHARGING TABLE, POWERED
820710
(white, ac plug-in)
20”L 20”D 18”H

Denotes Powered Products

visit freeman.com
Soft Seating Collections

ALLEGRO
A) 81019 Chair
   (blue fabric)
   36"L 34.5"D 30"H
B) 83015 Sofa
   (blue fabric)
   73"L 34.5"D 30"H

TANGIERS
A) 830118 Sofa
   (beige textured)
   78"L 37"D 36"H
B) 810118 Chair
   (beige textured)
   34"L 37"D 36"H
C) 830220 Loveseat
   (beige textured)
   57.5"L 37"D 37"H

KEY LARGO
A) 810950 Chair
   (black fabric)
   35"L 35"D 34"H
B) 830950 Loveseat
   (black fabric)
   57"L 35"D 34"H
C) 830951 Sofa
   (black fabric)
   79"L 35"D 34"H

SOUTH BEACH
(platinum suede)
A) 8301 Sofa
   69"L 29"D 33"H
B) 8151 Ottoman
   25"L 31"D 18"H
Accent Chairs

**KEY WEST**
8103 Chair (black)
31" L 31" D 31" H

**SWANSON**
810875 Swivel Chair (white vinyl)
28" L 25" D 30" H

**LA BREA**
810874 Chair (charcoal gray, fabric)
35" L 27" D 40" H

**WENTWORTH**
810145 Chair (brown vinyl)
32.1" L 26" D 31.5" H

**AURA**
820844 Round Table (white metal)
15" Round 22" H

visit freeman.com
Accent Chair Styles

Madrid Chair
A) 81816  (white vinyl)  30"L 30"D 31"H
B) 8102    (black vinyl)  30"L 30"D 31"H
C) 810949  Fairfax Chair  (white vinyl, brushed metal)  27"L 26"D 30"H
D) 810151  Munich Armless Chair  (gray fabric)  22.5"L 27"D 28.5"H
E) 810140  Hopi Chair      (gray linen)     21"L 25"D 34"H
F) 810947  Pro Executive Guest Chair  (black vinyl)  24"L 22"D 36"H

Meeting & Stage Chairs

Marina Chair
A) 810160  (black vinyl)  17.5"L 19.5"D 35"H
B) 810161  (brown fabric)  17.5"L 19.5"D 35"H
C) 810164  (white vinyl)  17.5"L 19.5"D 35"H

Meeting Chair
D) 810835  (espresso vinyl)  25.5"L 23.5"D 34"H
E) 810836  (taupe fabric)  25.5"L 23.5"D 34"H
F) 810948  (white vinyl)  25.5"L 23.5"D 34"H
Group Seating

ZENITH
A) 810851 Chair (white, chrome) 18.25”L 22”D 32”H
B) 820241 Madison Hydraulic Café Table (chrome base, gray acajou top) 30”RND 29”H

LAGUNA
C) 810861 Chair (maple, chrome) 18”L 19”D 34”H
D) 8201223 Round Café Table (white laminate top, chrome hydraulic base) 30” Round 29”H

MALBA
20”L 20”D 32”H
A) 810131 Chair (gray)
B) 810130 Chair (green)

MARINA
17.5”L 19.5”D 35”H
A) 810164 (white vinyl)
B) 810160 (black vinyl)
C) 810161 (brown fabric)
D) 810162 (ocean blue fabric)
E) 810163 (red fabric)
Styles & Shapes

A) 810810 Berlin Chair (black, white) 18"L 22"D 32"H
B) 810846 Christopher Chair (white vinyl, chrome) 17"L 19"D 35"H
C) 810841 Rustique Chair w/arms (gunmetal) 20"L 18"D 31"H
D) 81083 Altura Guest Chair (black crepe) 25"L 20"D 34"H
E) 71089 Diamond Side Chair (black) 21"W X 23" L X 32"H
F) 71090 Diamond Arm Chair (black) 20"W X 21"L X 33"H
G) 810837 Razor Armless Chair (white) 15.38"L 15.5"D 30.5"H
H) 81083 Blade Chair (sky blue) 20.5"L 19"D 30.5"H
I) 81082 Blade Chair (red) 20.5"L 19"D 30.5"H
J) 210108 LIMERICK® Chair BY HERMAN MILLER™ (gray) 18"WX 17.75"LX 33"H
K) 81093 Lucent Chair (frosted, acrylic) 19.5"L 19.75"D 32.5"H

Mix & Match
Create the ultimate seating configuration. Choose from a variety of shapes and sizes to design the perfect look.

J) 210108 LIMERICK® Chair BY HERMAN MILLER™ (gray) 18"WX 17.75"LX 33"H
K) 81093 Lucent Chair (frosted, acrylic) 19.5"L 19.75"D 32.5"H
Ottomans

Vibe Cube
18”L 18”D 18”H
A) 81531 (white vinyl)
B) 81530 (black vinyl)
C) 81532 (steel blue vinyl)
D) 81534 (purple vinyl)
E) 81533 (silver vinyl)
F) 81519 (red vinyl)
G) 81517 (yellow vinyl)
H) 81520 (pink vinyl)
I) 81518 (blue vinyl)
J) 81525 (orange vinyl)
Styles & Shapes

Marche Swivel

Beverly Bench
60"L 20"D 18"H
A) 81556 (white vinyl)
B) 81550 (black vinyl)
C) 81552 (gray fabric)
D) 81555 (red fabric)
E) 81554 (ocean blue fabric)
F) 81553 (linen fabric)
G) 81551 (brown fabric)
H) 815119 Half Bench
(white vinyl)
39"L 22"D 18"H

ENDLESS Square
34"L 34"D 15"H
I) 815123 (black)
J) 815122 (white)

ENDLESS Curved
60.5"L 37.5"D 15"H
K) 815952 (black)
L) 815953 (white)

M) 8507 Quarter Curve
(white vinyl)
53"L 22"D 18"H

Ring (4 ottoman seats)
(white vinyl)
72"RND 18"H

N) 81526 Edge
LED Cube
(white plastic)
19" L 19"D 19"H
A/C power only

O) 82074
Regis Bench
(brushed metal)
47"L 15.5"D 16"H

Marche Swivel Ottomans
17"RND 18"H
A) 815150 (white vinyl)
B) 815154 (red fabric)
C) 815158 (pear yellow fabric)
D) 815156 (plum fabric)
E) 815159 (blue fabric)
F) 815151 (gray fabric)
G) 815155 (rose quartz fabric)
H) 815152 (linen fabric)
I) 815153 (raspberry fabric)
J) 815157 (meadow green fabric)
K) 815160 (orange fabric)
Accent Tables

ALONDRA
Cocktail Table
47"L 24"D 16"H
A) 820250 (glass, chrome)
B) 820251 (wood, chrome)

ALONDRA
End Table
20"L 20"D 20"H
C) 820252 (glass, chrome)
D) 820253 (wood, chrome)

GEO
Cocktail Table
50"L 22"D 16"H
A) 82034 (glass, chrome)
B) 82027 (wood, black)

GEO
End Table
20"L 20"D 20"H
C) 82035 (glass, chrome)
D) 82028 (wood, black)
Styles & Shapes

Sydney Cocktail Tables
(brushed steel)
48"L 26"D 18"H
A) 82053 (white)
     82073 (Powered)
B) 82052 (black)
     82076 (Powered)
C) 82077 (blue)
D) 82078 (wood)

Sydney End Tables
27"L 23"D 22"H
E) 82055 (white)
F) 82054 (black)
G) 82079 (blue)
H) 82080 (wood)

Regis Tables
(brushed metal)
I) 82074 Bench Table
   47"L 15.5"D 16"H
J) 82075 End Table
   16"L 15.5"D 16.5"H

Silverado Tables
(glass, chrome)
K) 82015 End Table
   24" Round 22"H
L) 82014 Cocktail Table
   36" Round 17"H

Oliver Tables
(walnut finish)
M) 82088 End Table
   22" Round 22"H
N) 82087 Cocktail Table
   47"L 27"D 19"H

Aura Round Table
O) 82084 (white metal)
   15" Round 22"H

Edge LED Cube Table
P) 82057
   (plexi top, white plastic)
   20"L 20"D 20"H
   A/C power only

Wireless Charging Table, Powered
Q) 820710
   (white, AC plug-In)
   20"L 20"D 18"H
**Café Tables**

A) **820940 Blue Hydraulic Café Table**  
(chrome base, blue top)  
30” RND 29”H

B) **810131 Malba Chair**  
(gray)  
20”L 20”D 32”H

---

B) **810130 Malba Chair**  
(gray)  
20”L 20”D 32”H

---

A) **820941 Standard Black Base**  
(30” RND 29”H)

B) **81093 Lucent Chair**  
(frosted, acrylic)  
19.5”L 19.75”D 32.5”H

---

A) **820241 Madison Hydraulic Café Table**  
(chrome base, gray acajou top)  
30” RND 29”H

B) **810130 Malba Chair**  
(green)  
20”L 20”D 32”H

---

**85030**  
7’ Boxwood Hedge  
36.5”L 12”D 84”H
Customize and Create
Choose your base, black or chrome, then pick a color that suits your design.

Mix & Match
Create your look. Choose from a wide variety of tables and seating options.

Café Tables
**Standard Black Base**
30” RND 29”H
A) 8201220 (white)
   also available
B) 820265 (Madison/gray acajou)
C) 820941 (blue)
D) 820943 (wood)

Café Tables
**Hydraulic Chrome Base**
30” RND 29”H
E) 820923 (graphite nebula)
   also available
F) 8201208 (maple)
G) 820921 (red)
H) 820940 (blue)
I) 820942 (wood)
J) 820925 (silver)
K) 8201223 (white)

C) 72063 Chelsea Butcher Block-Top Café Table
   (oak) 30”RND 30”H
   also available
   72064 36”RND 30”H

D) 810164 Marina Chair
   (white vinyl) 17.5”L 19.5”D 35”H

E) 72069 Soho Black-Top Café Table
   (black) 24”RND 30”H
   also available
   72067 36”RND 30”H | 72066 18”RND 18”H

F) 81082 Blade Chair
   (red) 20.5”L 19”D 30.5”H
### Bar Tables

**A) 8201222**
- 30” Round Bar Table
  - (white top, chrome hydraulic base)
  - 30”RND 45”H

**B) 810952**
- Apex Barstool
  - (blue ultra suede)
  - 21”L 21”D 33”H

**C) 8201226**
- Rustique Square Metal Bar Table
  - (gunmetal)
  - 23.75”L 23.75”D 41.25”H

**D) 810839**
- Rustique Barstool
  - (gunmetal)
  - 13”L 13”D 30”H

**E) 820930**
- 30” Round Bar Table
  - (blue top, chrome hydraulic base)
  - 30”RND 45”H

**F) 810860**
- Laguna Barstool
  - (maple, chrome)
  - 18”L 20”D 47”H

**G) 820240**
- 30” Round Bar Table w/ Hydraulic Chrome Base
  - (Madison/gray acajou)
  - 30”RND 45”H

**H) 810850**
- Zenith Barstool
  - (white, chrome)
  - 19”L 20”D 44”H
Customize and Create

Choose your base, black or chrome, then pick a color that suits your design.

A) 8201221 (white)
also available
820264 (Madison/gray acajou)
820931 (blue)
820933 (wood)

Bar Tables
Standard Black Base
30" RND 42"H

B) 820922 (graphite nebula)
also available
8201207 (maple)
820920 (red)
820930 (blue)
820932 (wood)
820924 (silver)

36" RND 45"H
820125 (white)
8201211 (graphite nebula)
8201205 (maple)

Style & Design

Choose from a variety of table top colors and styles for the perfect look.

D) 810923 Apex Barstool
(frosted, acrylic) 22"L 22.5"D 33"H

E) 720163 Chelsea Butcher Block-Top Bistro Table
(oak) 30" RND 42"H
also available
720164 36" RND 42"H

C) 720163 Chelsea Butcher Block-Top Bistro Table
(oak) 30" RND 42"H
also available
720164 36" RND 42"H

D) 810923 Apex Barstool
(frosted, acrylic) 22"L 22.5"D 33"H

F) 810953 Apex Barstool
(red vinyl) 21"L 21"D 33"H
Barstools

LIFT Barstools
15” Round 23–33.5”H
A) 810870 (white vinyl)
B) 810873 (red vinyl)
C) 810871 (black vinyl)
D) 810872 (gray vinyl)
Styles & Shapes

Apex Barstools
21"L 21"D 33"H
A) 810951 (black vinyl)
B) 810953 (red vinyl)
C) 810954 (white vinyl)
D) 810952 (blue ultra suede)

Zoey Barstools
15"L 16"D 30-34.75"H
E) 810840 (white, chrome)
F) 810834 (black, chrome)

Banana Barstools
21"L 22"D 41.75"H
G) 810104 (black, chrome)
H) 810103 (white, chrome)

I) 810201 Oslo Barstool (white)
17"L 20"D 45"H
J) 810848 Christopher Barstool (white vinyl, chrome)
19"L 15"D 41"H

K) 810202 Shark Barstool (white, chrome)
22"L 19"D 34-44"H
L) 810850 Zenith Barstool (white, chrome)
19"L 20"D 44"H

M) 81092 Lucent Barstool (frosted, acrylic)
22"L 22.5"D 45.5"H

N) 810860 Laguna Barstool (maple, chrome)
18"L 20"D 47"H

Blade Barstool
20.5"L 20.125"D 40.5"H
O) 81080 (red)
P) 81081 (sky blue)

Q) 71088 Black Diamond Stool (black) 22"W X 18"L X 46"H
R) Gas Lift Stool w/ arms
24"W X 20"L X 46"H
71048 (gray, adjustable) also available
71047 w/o arms

S) 810839 Rustique Barstool (gunmetal) 13"L 13"D 30"H

Mix & Match
T) 720163 Butcher Block-Top Bistro (oak) 30"L RND 42"H
also available 720164 36"RND 42"H
U) 210109 LIMERICK® Stool BY HERMAN MILLER™
white) 18" X 17.75"L X 44"H
Conference Tables

A. 42" Round Conference Table
   42"RND 29"H
   A) 820708 (white laminate)
   B) 820260 (Madison/gray acajou)

B. 820261 5' Table
   60"L 48"D 29"H

C. 820262 8' Table
   96"L 48"D 29"H

D. 820263 10' Table
   120"L 48"D 29"H

MADISON
   (Madison/gray acajou)
   C) 820261 5' Table
   60"L 48"D 29"H
   D) 820262 8' Table
   96"L 48"D 29"H
   E) 820263 10' Table
   120"L 48"D 29"H
Styles & Shapes

G) 820707 Merlin Multi Use Table
   (gray laminate, black)
   46"L 29"D 30"H

H) 820706 Work Table
   (white laminate, white)
   48"L 24"D 30"H

I) 820203
   6' Conference Tables
   (graphite nebula)
   72"L 42"D 29"H

Mix & Match

J) 810946 Pro Executive High Back Chair
   (black vinyl) 25"L 24"D 48"H Adjustable

K) 810945 Pro Executive Mid Back Chair
   (white vinyl) 24"L 22"D 40"H Adjustable

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Executive Seating

Pro Executive High Back Chair
25"L 24"D 48"H
A) 810844 (white vinyl)
B) 810946 (black vinyl)
Adjustable height

Task Stool
810135
(black fabric)
27.5"L 27.5"D 32.75"-40.25"H
Adjustable height

Pro Executive Guest Chair
24"L 22"D 36"H
810947 (black vinyl)

Task Stool
810135
(black fabric)
27.5"L 27.5"D 32.75"-40.25"H
Adjustable height

Pro Executive Mid Back Chair
24"L 22"D 40"H
A) 810945 (white vinyl)
B) 810944 (black vinyl)
Adjustable height

Gas Lift Chair
26" X 20" X 38"H
A) 71045 (gray, adjustable)
71046 w/ arms

Gas Lift Stool
24" W X 20" D X 46"H
B) 71048 (gray, adjustable)
71047 w/o arms

Gas Lift Chair
26" X 20" X 38"H
A) 71045 (gray, adjustable)
71046 w/ arms

Gas Lift Stool
24" W X 20" D X 46"H
B) 71048 (gray, adjustable)
71047 w/o arms

Pro Executive Mid Back Chair
24"L 22"D 40"H
A) 810945 (white vinyl)
B) 810944 (black vinyl)
Adjustable height

A. B.
Communal and Powered Tables
Choose from a variety of Powered, Solid or Grommet Hole Table Tops.

Bar Tables

Table Top Options
Colors not available in all table options. Please check options listed to the right.

Ventura Powered Bar Tables
(silver frame)
72.25"L 26.25"D 42"H
A) 820950 (black top)
820955 (white top)

Ventura Communal Bar Tables
(silver frame)
72.25"L 26.25"D 42"H
Maple Top
B) 820954 (solid)
820951 (grommets)
White Top
C) 820953 (grommets)
820956 (solid)
Black Top
820952 (solid)

Ventura Powered Café Tables
(silver frame)
72.25"L 26.25"D 30"H
A) 820964 (black top)
B) 820965 (white top)

Ventura Communal Café Tables (silver frame)
72.25"L 26.25"D 30"H
Maple Top
C) 820963 (solid)
820960 (grommets)
White Top
D) 820961 (grommets)
820966 (solid)
Black Top
E) 820962 (solid)
MADISON
A) 84075 Madison Executive Desk
(gray acajou) 60"L 30"D 29"H
B) 84077 Madison Credenza
(gray acajou) 60"L 20"D 29"H
C) 810135 Task Stool
(black fabric)
27.5"L 27.5"D 32.75"-40.25"H Adjustable
D) 810844 Pro Executive
High Back Chair
(white classic vinyl)
25"L 24"D 48"H Adjustable
Tech Powered Desk

A) 84083 Tech Desk, Powered, w/3 Drawer File Cabinet
   (black metal, laminate)
   60"L 30"D 30"H

B) 84084 Tech Desk, Powered
   (black metal, laminate)
   60"L 30"D 30"H

C) 84080 3 Drawer File Cabinet on Castors
   (black metal, laminate)
   16"L 20"D 28"H

SHELVING

D) 84078 Madison Bookcase
   (gray acajou)
   36"L 12"D 72"H

Lighting & Shelving

ACCENT LAMPS

Mason Lamps
   (brushed silver)
A) 850708 Floor Lamp
   18" RND 55"H
B) 850707 Table Lamp
   16" RND 26"H

SHELVING

C) 85020
   Posh Shelving
   (chrome, acrylic)
   36"L 18"D 72"H
Show Essentials

Midtown Powered Counter
Metallic pewter gray curved counter with taupe-colored glass top features two AC & three USB charging outlets, locking storage cabinet and two shelves.

Midtown Powered Counter
60"L x 18"D x 42"H (pewter/glass)
850103 (unlighted)
850102 (lighted with plug-in)

Display Counter
A) 72056
Display Counter
(black)
24"W x 49"L x 42"H

B) 210109
limerick Stool
BY HERMAN MILLER™
(white)
18" x 17.75"L x 44"H

85030
7' Boxwood Hedge
36.5"L x 12"D x 44"H

810860
Laguna Barstool
(maple, chrome)
18"L x 20"D x 47"H
Midtown Bar
Metallic pewter gray curved bar with taupe-colored glass top features locking cabinet for storage and two shelves.

Lighted & Greenery Products

LED light available in white, red, green, blue and rolling color.

A) 81526 Edge LED Cube Ottoman (white plastic) 20"L 20"D 20"H A/C power only
B) 82057 Edge LED Cube Table (plexi top, white plastic) 20"L 20"D 20"H A/C power only

Apex Barstool
C) 810952 (blue ultra suede) 21"L 21"D 33"H

A) 81526 Edge LED Cube Ottoman (white plastic) 20"L 20"D 20"H A/C power only
B) 82057 Edge LED Cube Table (plexi top, white plastic) 20"L 20"D 20"H A/C power only

C) 85030 7’ Boxwood Hedge 36.5"L 12"D 84"H
D) 85035 4’ Boxwood Hedge 46"L 9"D 47"H

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## Draped or Undraped Tables & Counters

### Table-Drape Colors

- Black
- Blue
- Brown
- Gray
- Green
- Flax
- Gold
- Plum
- White
- Red

### Special Draping
Special drape is available in a variety of colors. Refer to the order form for details.

Table-top risers are available in a variety of sizes. See order form for details.

Visit us at freeman.com for ordering and full product line.

### Sizing Chart*

*Table and counter widths are available in select cities

<table>
<thead>
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<th>24”D x 30”H</th>
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<th>24”D x 42”H</th>
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<td>12404842</td>
<td>Drape Table 4th Side 8’ x 42”</td>
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</tbody>
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Product Display

A) 72056
Display Counter
(black)
24"W X 49"L X 42"H

B) 75079
Orion Computer Kiosk
(black)
28"L X 28"D X 40.5"H
(computer not included)

C) 810840
Zoey Barstools
(white, chrome)
15"L 16"D 30-34.75"H

D) 75032
Display Cube - Large
(black)
24"W X 24"L X 42"H

E) 75031
Display Cube - Medium
(black)
18"W X 18"L X 36"H

F) 75030
Display Cube - Small
(black)
12"W X 12"L X 42"H

G) 75022
Display Cylinder - High
(black)
24"W X 24"L X 36"H

H) 75021
Display Cylinder - Medium
(black)
18"W X 18"L X 20"H

I) 75020
Display Cylinder - Low
(black)
30"W X 12"L X 15"H
available in rectangle sizes

J) 810947
Pro Executive Guest Chair
(black vinyl)
24"L 22"D 36"H
# Product Storage

<table>
<thead>
<tr>
<th>RACKS</th>
<th>CABINETS</th>
<th>REFRIGERATORS</th>
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</thead>
<tbody>
<tr>
<td>A) 750135</td>
<td>C) 84080 3 Drawer File Cabinet on Castors (black metal, laminate) 16&quot;L x 20&quot;D x 28&quot;H</td>
<td></td>
</tr>
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<td>Round Literature Rack (black) 17&quot;W x 17&quot;L x 57&quot;H</td>
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<td>F) 8503001 Large Refrigerator (white) 14.0 cubic feet 28&quot;W x 28&quot;L x 64&quot;H</td>
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<td>Large Refrigerator (white) 14.0 cubic feet 28&quot;W x 28&quot;L x 64&quot;H</td>
<td>G) 75057 Small Refrigerator 4.0 cu feet 20&quot;W x 22&quot;L x 33&quot;H</td>
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Show & Office Accessories

A) 10201484
Floor Standing Bulletin Board (black)
48"W X 96"L X 78"H

B) 71048
Gas Lift Stool w/ arms (gray, adjustable)
24"W X 20"L X 46"H
also available
71047 w/o arms

C) 220121
Chrome Stanchion w/ 8' Retractable Belt (black, belt) 42"H

D) 220110
Chrome Bag Rack (3" at center)
1"W X 41"H X 26"W

E) 220109
Chrome Coat Tree (21"w at the base)
8 1/4"W X 69 1/2"H

F) 220118
Chrome Sign Holder (sign holds) 22"W X 28"H

G) 220143
Brushed Aluminum Easel (open 5 1/4"W X 64 1/4"H)
26"W X 62"H

H) 220106
Corrugated Wastebasket (black)
Nationwide Service

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FREEMAN® Trade Show Furnishings is proud to offer this collection of the highest quality, design-oriented furnishings. Our nationwide distribution and professional staff is dedicated to the success of your exhibit. Make FREEMAN® Trade Show Furnishings your furniture solution.
NAME OF SHOW: NAPEO's 2019 MARKETPLACE / SEPTEMBER 16-17, 2019

COMPANY NAME: 

CONTACT NAME: 

E-MAIL ADDRESS: 

For Assistance, please call (210) 554-2021 to speak with one of our experts.

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NAME OF SHOW: **NAPEO's 2019 MARKETPLACE / SEPTEMBER 16-17, 2019**

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For Assistance, please call (210) 554-2021 to speak with one of our experts.

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### Draped Tables & Counters

**Draped Tables - Tables are 30" wide**

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### Pedestal Tables - Chelsea Series

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### Accent Tables

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NAME OF SHOW: NAPEO's 2019 MARKETPLACE / SEPTEMBER 16-17, 2019

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

For Assistance, please call (210) 554-2021 to speak with one of our experts.

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Accent Tables (continued)

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Conference Tables

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Computer Desks/Tables

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For fast, easy ordering, go to www.freeman.com
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**Midtown Counters & Bars**

**DISPLAY & ACCESSORIES**

**Product Storage**

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**Refrigerator**

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<td>1,117.50</td>
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**Lighting**

<table>
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<th>Qty</th>
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<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>850707*</td>
<td>Mason Table Lamp - White/Brushed Silver</td>
<td>157.05</td>
<td>172.75</td>
<td>219.85</td>
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<tr>
<td></td>
<td>850708*</td>
<td>Mason Floor Lamp - White/Brushed Silver</td>
<td>234.00</td>
<td>257.40</td>
<td>327.60</td>
<td></td>
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</tbody>
</table>
NAME OF SHOW: NAPEO's 2019 MARKETPLACE / SEPTEMBER 16-17, 2019

CONTACT NAME: 
PHONE #: 
E-MAIL ADDRESS: 

For Assistance, please call (210) 554-2021 to speak with one of our experts.

For fast, easy ordering, go to www.freeman.com

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>75020</td>
<td>Display Cylinder - Black - Low</td>
<td>226.10</td>
<td>241.45</td>
<td>307.30</td>
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</tr>
<tr>
<td></td>
<td>75021</td>
<td>Display Cylinder - Black - Medium</td>
<td>261.60</td>
<td>279.40</td>
<td>355.60</td>
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<tr>
<td></td>
<td>75022</td>
<td>Display Cylinder - Black - High</td>
<td>309.00</td>
<td>330.00</td>
<td>420.00</td>
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<tr>
<td></td>
<td>75030</td>
<td>Display Cube - Black - 12&quot; Small</td>
<td>240.00</td>
<td>256.30</td>
<td>326.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>75031</td>
<td>Display Cube - Black - 18&quot; Medium</td>
<td>258.00</td>
<td>275.55</td>
<td>350.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>75032</td>
<td>Display Cube - Black - 24&quot; Large</td>
<td>299.75</td>
<td>320.10</td>
<td>407.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>75079</td>
<td>Orion Computer Kiosk - Black</td>
<td>414.60</td>
<td>442.75</td>
<td>563.50</td>
<td></td>
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<tr>
<td></td>
<td>72056</td>
<td>Display Counter - Black</td>
<td>386.75</td>
<td>425.45</td>
<td>541.45</td>
<td></td>
</tr>
</tbody>
</table>

Boxwood Hedges

|     | 85030*  | 7' Boxwood Hedge                   | 640.00       | 704.00         | 896.00         |        |
|     | 85035*  | 4' Boxwood Hedge                   | 350.00       | 385.00         | 490.00         |        |

Accessories

|     | 220121  | Chrome Stanchion w/ 8' Retractable Belt | 121.55      | 133.70         | 170.15         |        |
|     | 220118  | Chrome Sign Holder                  | 96.30        | 105.95         | 134.80         |        |
|     | 750135  | Round Literature Rack               | 224.05       | 239.25         | 304.50         |        |
|     | 750136  | Flat Literature Rack                | 193.15       | 206.25         | 262.50         |        |
|     | 220109  | Chrome Coat Tree                    | 55.60        | 61.15          | 77.85          |        |
|     | 220134  | Aluminum Easel                      | 54.10        | 59.50          | 75.75          |        |
|     | 220110  | Chrome Bag Rack                     | 119.50       | 131.45         | 167.30         |        |
|     | 1020484 | Floor Standing Bulletin Board       | 211.15       | 232.25         | 295.60         |        |
|     | 220106  | Corrugated Wastebasket              | 18.54        | 20.40          | 25.95          |        |

Special Drape

<table>
<thead>
<tr>
<th></th>
<th>Black</th>
<th>Gold</th>
<th>Blue</th>
<th>Gray</th>
<th>Brown</th>
<th>Green</th>
<th>Red</th>
<th>Flax</th>
<th>White</th>
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<tr>
<td></td>
<td>12103</td>
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<td>12108</td>
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</table>

Total Cost

<table>
<thead>
<tr>
<th>Sub-Total</th>
<th>8.25% Tax</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Taxes: Due to varying taxes across counties and cities for various categories, applicable taxes will be applied to your order accordingly based on the jurisdictions of the show city.

*Asterisk indicates item is a Freeman Select furnishing

For fast, easy ordering, go to www.freeman.com before AUGUST 26, 2019
FROM THE GROUND UP

Engage your audience from the moment they set foot in your exhibit with custom carpets. Our colorfast carpeting boasts a consistent shade every time and the padding exceeds industry standards, ensuring that you’ll be floored by the quality. Custom options can be ordered and include borders, patterns and logo applications in both our classic and prestige carpeting lines.

Sustainability Tip:

DARKER COLORED CARPETS SUCH AS BLACK AND GRAY AND THE TWO-TONED CARPET ARE MADE OF 20-25% RECYCLED CONTENT. RENTING CARPET FROM FREEMAN MINIMIZES YOUR SHIPPING FOOTPRINT.

- Colorfast carpet technology guarantees a uniform and professional look throughout the life of your exhibit
- Diverse customization options guarantee the fulfillment of your brand standards
- All carpet and padding is manufactured with recycled material
- Rental prices are all-inclusive so there are never hidden charges for material handling or pickup
- Renting carpet from Freeman minimizes your shipping footprint.
PRESTIGE CARPET

Freeman’s prestige carpet combines plush comfort with durable soil and stain resistance, perfect for high-traffic areas. Five popular colors are available in a luxurious 40-ounce weight and all nine designer colors are available in a 28-ounce weight.

Freeman’s prestige carpet packages include new 10-foot-wide carpet, delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Prestige carpet is one time use. The carpet for your booth will be brand new and recycled at the end of the show. Price includes environmentally friendly disposal of carpet after usage. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

Custom Options
Prestige carpets can also be customized to fit your exhibit needs with unique logos, patterns and borders. Call the phone number on the Quick Facts for assistance.

<table>
<thead>
<tr>
<th>black*</th>
<th>cardinal</th>
<th>charcoal*</th>
<th>cream</th>
<th>gray pearl*</th>
</tr>
</thead>
<tbody>
<tr>
<td>navy*</td>
<td>toast</td>
<td>wedgewood</td>
<td>white*</td>
<td></td>
</tr>
</tbody>
</table>

*Colors available in both 28 oz. and 40 oz.

Sustainability Tip: Prestige carpet is one time use. The carpet for your booth will be brand new and recycled at the end of the show.

CLASSIC CARPET

Custom Cut
Freeman classic carpet is available in a range of colors and includes delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

Standard Cut
Our classic carpet comes in a variety of sizes. Prices include delivery, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding and Visqueen covering are available for a minimal fee.

<table>
<thead>
<tr>
<th>black</th>
<th>blue</th>
<th>gray</th>
<th>green</th>
<th>latte</th>
</tr>
</thead>
<tbody>
<tr>
<td>midnight blue</td>
<td>plum</td>
<td>red</td>
<td>red pepper</td>
<td>tuxedo</td>
</tr>
</tbody>
</table>

Actual colors may vary slightly

Sustainability Tip: Freeman Classic carpet is reused a minimum of four times before retired from inventory and recycled. Darker colored carpets such as black and gray, as well as the two-toned carpet are made of 20-25% recycled content.
NAME OF SHOW: NAPEO's 2019 MARKETPLACE / SEPTEMBER 16-17, 2019

For Assistance, please call (210) 554-2021 to speak with one of our experts.

- Orders received after the deadline or without payment will be charged the Standard price.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.
- Pricing includes delivery, material handling, installation and removal.

All carpets, padding and plastic covering contain recycled content and are recyclable.

**9' carpet is laid toward the front edge, leaving 1' at the back of the booth for access to utility ports.**

For fast, easy ordering, go to www.freeman.com

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All carpets, padding and plastic covering contain recycled content and are recyclable.

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- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.
- Pricing includes delivery, material handling, installation and removal.

All carpets, padding and plastic covering contain recycled content and are recyclable.
**NAME OF SHOW:** NAPEO's 2019 MARKETPLACE / SEPTEMBER 16-17, 2019

**COMPANY NAME:**

**BOOTH #:**

**BOOTH SIZE:**

**CONTACT NAME :**

**PHONE #:**

E-MAIL ADDRESS :

For Assistance, please call (210) 554-2021 to speak with one of our experts.

- Guaranteed new, high-quality carpet.
- Orders received after the deadline or without payment will be charged the Standard price and are subject to availability.
- Prestige and Custom Cut Classic Carpet are subject to a 100% cancellation charge.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.

All carpets, padding and plastic covering contain recycled content and are recyclable.

---

**CUSTOM CUT CLASSIC CARPET** - includes plastic covering, delivery, material handling, installation and removal

- Order Custom Cut Classic Carpeting by the sq. ft. if your size is not listed on the standard size order form.

**Sample:**

<table>
<thead>
<tr>
<th>Booth Size:</th>
<th>10 x 25 = 250 sq. ft.</th>
<th>$3.60</th>
</tr>
</thead>
</table>

**CHOOSE YOUR CARPET COLOR - 16 oz. Carpet:**

- Black  - $5.05
- Blue   - $4.50
- Gray   - $3.95
- Green  - $3.60
- Latte  - $3.95
- Midnight Blue - $4.50
- Plum   - $4.50
- Red    - $4.50
- Red Pepper - $4.50
- Tuxedo - $4.50

**PRESTIGE CARPET** - includes plastic covering, delivery, material handling, installation and removal

- Choose your carpet color - 28 oz. Carpet:

**Sample:**

<table>
<thead>
<tr>
<th>Booth Size:</th>
<th>25 x 10 = 250 sq. ft.</th>
<th>$4.10</th>
</tr>
</thead>
</table>

**CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:**

- Black  - $7.20
- Cardinal - $6.50
- Charcoal - $5.05
- Cream - $5.05
- Gray Pearl - $4.50
- Navy - $4.50
- Toast - $4.50
- Wedgewood - $4.50
- White - $4.50

**28 oz. Carpet Rental** - Price per sq. ft. (100 sq. ft. minimum)

<table>
<thead>
<tr>
<th>Booth Size:</th>
<th>100 sq. ft.</th>
<th>$4.10</th>
</tr>
</thead>
</table>

**CARPET PADDING** - includes delivery, material handling, installation and removal

- Order Carpet Padding by the sq. ft. if your size is not listed on the standard size order form.

**Sample:**

<table>
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<tr>
<th>Booth Size:</th>
<th>10 x 25 = 250 sq. ft.</th>
<th>$1.55</th>
</tr>
</thead>
</table>

**Carpet Padding - 1/2" (90 - 700 sq. ft.)**

- $1.55
- $1.70
- $2.15

**Carpet Padding - 1/2" (Over 700 sq. ft.)**

- $1.05
- $1.15
- $1.45

**Double Carpet Padding - 1/2" (90 - 700 sq. ft.)**

- $3.10
- $3.40
- $4.35

**Double Carpet Padding - 1/2" (Over 700 sq. ft.)**

- N/A
- N/A
- N/A

**TOTAL COST**

<table>
<thead>
<tr>
<th>Sub-Total</th>
<th>8.25% Tax</th>
<th>Total Cost</th>
</tr>
</thead>
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07/17 (451353) 8967
NAME OF SHOW: **NAPE’s 2019 MARKETPLACE / SEPTEMBER 16-17, 2019**

<table>
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<tr>
<th>COMPANY NAME:</th>
<th>BOOTH #:</th>
<th>BOOTH SIZE:</th>
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<tbody>
<tr>
<td>CONTACT NAME :</td>
<td>PHONE #:</td>
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<td></td>
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<tr>
<td>E-MAIL ADDRESS:</td>
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<td></td>
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</tr>
</tbody>
</table>

For Assistance, please call (210) 554-2021 to speak with one of our experts.

For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)

**CLEANING SERVICES**

- Cleaning is an exclusive service. This includes all floor services and trash removal.
- Prices are based on total square footage of booth regardless of area to be cleaned.
- **Show Site Prices will apply to all cleaning orders placed at show site.**

### VACUUMING *(per sq. ft. - 100 sq. ft. minimum)*

<table>
<thead>
<tr>
<th>Qty (sq. ft.)</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
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<tbody>
<tr>
<td></td>
<td>610100</td>
<td>Booth Vacuuming - One Time</td>
<td>.55</td>
<td>.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>610200</td>
<td>Booth Vacuuming - 2 Days</td>
<td>1.10</td>
<td>1.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td>610300</td>
<td>Booth Vacuuming - 3 Days</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>610400</td>
<td>Booth Vacuuming - 4 Days</td>
<td>N/A</td>
<td>N/A</td>
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</table>

- Includes emptying of your booth’s wastebasket(s) at the time of vacuuming.

### SHAMPOOING *(per sq ft - 100 sq ft minimum)*

<table>
<thead>
<tr>
<th>Qty (sq. ft.)</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>630100</td>
<td>Shampoo Carpet - One Time</td>
<td>1.05</td>
<td>1.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>630200</td>
<td>Shampoo Carpet - 2 Days</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>630300</td>
<td>Shampoo Carpet - 3 Days</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
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### PORTER SERVICE *(per day)*

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<th>Qty (# days)</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>620500</td>
<td>Exhibit Area / Under 500 sq.ft.</td>
<td>192.10</td>
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<td></td>
<td>6201500</td>
<td>Exhibit Area / 501 - 1,500 sq. ft.</td>
<td>216.80</td>
<td>303.50</td>
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<tr>
<td></td>
<td>6202500</td>
<td>Exhibit Area / 1,501 - 2,500 sq. ft.</td>
<td>243.60</td>
<td>341.05</td>
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<tr>
<td></td>
<td>6203500</td>
<td>Exhibit Area / Over 2,500 sq.ft.</td>
<td>Call for Quote</td>
<td></td>
<td></td>
</tr>
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</table>

*Includes emptying of your booth’s wastebasket(s) and policing of your exhibit area at two-hour intervals during show hours.

### TOTAL COST

<table>
<thead>
<tr>
<th>Sub-Total</th>
<th>+</th>
<th>8.25 % Tax</th>
<th>=</th>
<th>Total Cost</th>
</tr>
</thead>
</table>

01/18 (451353) 8967
FIT TO PRINT

SmartFabric® is a triple-layered fabric made of 100 percent polyester that’s ideal for printed graphics. It’s an extremely versatile all-in-one fabric and has been treated to meet NFPA 701 small-scale flammability standards. This lightweight material provides an easy way to make a big impact and has a small shipping footprint to reduce your shipping cost and carbon emissions.

* Client to provide print-ready artwork, or Freeman can design artwork for an additional fee.
SMARTFABRIC<sup>®</sup> RENTAL EXHIBITS

**RENTAL EXHIBITS INCLUDE:**

- Custom Fabric Graphic* with zippered carrying case (fabric graphic purchased to keep)
- Rental Frame, a 100% recyclable structure
- 9’ x 10’ or 9’ x 20’ Classic Carpet (color selections on page 3)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 3 Arm Lights per 10’ Booth
- 6 Arm Lights per 20’ Booth
- Power for lights only

**FRAME ONLY UNIT**

If you rented a SmartFabric booth previously, you own the graphic. For subsequent shows, all you need to do is rent the frame. We will install your fabric graphic over the frame.**

**RENTAL EXHIBITS INCLUDE:**

- Rental Frame
- 9’ x 10’ or 9’ x 20’ Classic Carpet (color selections on page 3)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 3 Arm Lights per 10’ Booth
- 6 Arm Lights per 20’ Booth
- Power for lights only

*Client to provide print-ready artwork, or Freeman can design artwork for an additional fee. **Only Freeman SmartFabric will be installed on the frame.

Questions? To speak with an Exhibitor Sales Specialist, call the number listed on the Quick Facts Page in the Exhibitor Manual.
CLASSIC CARPET

Freeman Classic carpet is reused a minimum of four times before being retired from inventory and recycled. Darker-colored carpets such as black and gray, as well as two-toned carpets, are made of 20-25 percent recycled content.

9’ x 10’ or 9’ x 20’ (16 oz.) – Color Options Included with Rental Package Options

black  blue  gray  green  latte
midnight blue  plum  red  red pepper  tuxedo

9’ carpet is laid toward the front edge, leaving 1’ at the back of the booth for utility port access. Actual colors may vary slightly.

PRESTIGE CARPET

Prestige carpet is for one time use. The carpet for your booth will be brand new and recycled at the end of the show. Renting carpet from Freeman minimizes your shipping footprint.

(28 oz.) – Available Upgrade Color Options

black*  cardinal  charcoal*  cream  gray pearl*
navy*  toast  wedgewood  white*

*Colors available in both 28 oz. and 40 oz. Actual colors may vary slightly.

OPTIONAL ACCESSORIES

SMARTFABRIC® ZIPPERED CARRYING CASE

20”W  8”H  16”D
One SmartFabric zipper bag is included with purchase.

CLEAR ACRYLIC SHELF

36”W  .25”H  12”D
(holds up to 15 lbs each)

CUSTOM GRAPHICS

An exhibitor sales specialist will contact you to review the process for providing your own graphic files or options for using our graphic design services to design your back wall.

FREEMAN SUSTAINABILITY FOCUS

This solution is a clean footprint booth. This rental unit includes a 100 percent recyclable aluminum frame. All flooring, lighting, furniture, and booth structure will go back into inventory to be reused or recycled.
**QUICK TIPS**

**SMARTFABRIC EXHIBIT**

SmartFabric Exhibits provide a custom printed fabric graphic to keep and reuse on future events.

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10' x 10' SmartFabric Exhibit</td>
<td>$2,155.00</td>
<td>$3,017.00</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>10' x 20' SmartFabric Exhibit</td>
<td>$4,155.00</td>
<td>$5,817.00</td>
<td></td>
</tr>
</tbody>
</table>

SmartFabric Rental Exhibit Includes:
- 116.5" X 92.5" Custom Fabric Graphic (Purchased item to keep)
- Carrying Case for Graphic (To carry the purchased fabric graphic)
- Classic Carpet 9' X 10' or 9' X 20' (Select color below)
- Installation & Dismantle of Exhibit
- Material Handling of Exhibit
- Nightly Vacuuming
- 3-Arm Lights (per 10 ft.)
- Power for LIGHTS only

**CUSTOM GRAPHICS**

A Freeman Exhibitor Sales Specialist will be contacting you to review the process for providing graphic files and helpful tips that will ensure a successful graphic print.

**FRAME ONLY UNIT**

The SmartFabric frame only unit is for exhibitors who have previously rented the SmartFabric exhibit (above) and have the fabric graphic ready for reuse. If you need a new graphic made, please select the SmartFabric Rental Exhibit (above). No fabric graphics will be printed without the rental unit.

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10' x 10' Frame Only Unit</td>
<td>$1,410.00</td>
<td>$1,974.00</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>10' x 20' Frame Only Unit</td>
<td>$2,350.00</td>
<td>$3,290.00</td>
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**ACCESSORIES**

<table>
<thead>
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<th>Qty</th>
<th>Description</th>
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<tr>
<td></td>
<td>SmartFabric Arm Light</td>
<td>$69.00</td>
<td>$96.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SmartFabric Acrylic Shelf (supports up to 15 lbs)</td>
<td>$159.15</td>
<td>$222.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SmartFabric Carrying Case (purchase)</td>
<td>$21.10</td>
<td>$29.55</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL COST**

<table>
<thead>
<tr>
<th>Sub-Total</th>
<th>8.25% Tax</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

**DISCOUNT PRICE DEADLINE DATE**

AUGUST 26, 2019

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

For Assistance, please call (210) 554-2021 to speak with one of our experts.

For fast, easy ordering, go to www.freeman.com
RENTAL EXHIBITS THAT IMPRESS

When it comes to designing your exhibit, effective solutions don’t require expensive investments. Take the stress out of your upcoming show with a rental exhibit from Freeman. With quality rental options that meet your budget requirements, we’ll have you exhibit ready at a moment’s notice, without the hassle of ownership.

PACKAGE 1

10 X 20

PACKAGE 1 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to freeman.com
PACKAGE 2 UPGRADE OPTIONS
With Graphics and Cabinet

PACKAGE 3 UPGRADE OPTIONS
With Graphics and Cabinet

PACKAGE 4 UPGRADE OPTIONS
With Graphics and Cabinet
PACKAGE 5 UPGRADE OPTIONS
With Graphics and Cabinet

PACKAGE 6 UPGRADE OPTIONS
With Graphics and Cabinet
There are upgrade options available that allow you to change the panels to slatwall, add shelves, change the metal color and add cabinets as a storage option with the dual purpose of a reception counter.
Booth Panel Options – Color Options Included with Rental Package

black fabric  blue fabric  gray fabric  white  white perfboard

Classic Carpet (16 oz.) – Color Options Included with Rental Package Options. Darker colored Classic carpet is made of 25-50% recycled content.

black  blue  gray  green  latte

midnight blue  plum  red  red pepper  tuxedo

9’ carpet is laid toward the front edge, leaving 1’ at the back of the booth for utility port access. Actual colors may vary slightly.

Prestige Carpet (28 oz.) – Available Upgrade Color Options

black*  cardinal  charcoal*  cream  gray pearl*

navy*  toast  wedgewood  white*

*Colors available in both 28 oz. and 40 oz. Actual colors may vary slightly.

Rental Exhibits Include:

• 9x10 or 9x20 Classic Carpet
• Exhibit Installation & Dismantle
• Exhibit Material Handling
• Nightly Vacuuming
• 2-arm lights per 10’ Booth
• Power (500 watts) for LIGHTS only (and Labor to hang lights)

questions?

All packages can be customized or modified to fit your specific needs. To speak with an Exhibitor Sales Specialist, call the number listed on the Quick Facts.

“CLEAN FOOTPRINT” MATERIALS

When you select “Clean Footprint” materials for your booth we will use only materials that can be reused or recycled. All flooring, lighting, furniture, and booth structure will go back into inventory to be reused again. Your personalized graphic panels used in the booth will be printed on reusable and 100% recyclable substrate such as Freeman honeycomb, converd board and reboard. Using a Freeman rental unit includes 100% recyclable aluminum in the structure and virtually eliminates your shipping footprint and carbon emissions.
For Assistance, please call (210) 554-2021 to speak with one of our experts.

**All Exhibits Include:** installation & dismantle of exhibit, material handling of exhibit, 9' x 10' or 9' x 20' classic carpet with nightly vacuuming, 2 arm lights (per 10' unit), power (500 watts) for lights ONLY and labor to hang arm lights.

To place your order, please check the appropriate box and complete the remaining selections at the bottom of the form.

### RENTAL EXHIBITS

<table>
<thead>
<tr>
<th>Package</th>
<th>10' x 10'</th>
<th>10' x 20'</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discount Price</td>
<td>Standard Price</td>
<td>Discount Price</td>
</tr>
<tr>
<td>Package 1</td>
<td>2,705.30</td>
<td>3,787.40</td>
</tr>
<tr>
<td>Package 2</td>
<td>2,352.00</td>
<td>3,292.80</td>
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<tr>
<td>Package 3</td>
<td>2,939.60</td>
<td>4,115.45</td>
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<tr>
<td>Package 4</td>
<td>2,939.60</td>
<td>4,115.45</td>
</tr>
<tr>
<td>Package 5</td>
<td>2,705.30</td>
<td>3,787.40</td>
</tr>
<tr>
<td>Package 6</td>
<td>2,705.30</td>
<td>3,787.40</td>
</tr>
</tbody>
</table>

### CARPET

Our Classic Carpet and nightly vacuuming are included in the price of your Rental Exhibit. The following colors are available:

- Black
- Blue
- Gray
- Green
- Red
- Gray Fabric
- Blue Fabric
- Plum
- Red Pepper
- Latte
- Tuxedo
- Black Fabric
- White Hardwall
- White Perfboard

You may want to add padding or upgrade your carpet to one of our 15 designer colors in our PRESTIGE carpet line. Now available in 28 oz. and 40 oz. weight. Refer to our enclosed Carpet order form for color selections and pricing.

### LIGHTING

Each Rental Exhibit includes 2 Arm Lights (per 10’ unit).

**Note:** Power and labor to hang the lights are included in our standard rental exhibit package price. Power consumption not to exceed 500 Watts.

Additional power must be ordered separately.

### HEADER IDENTIFICATION SIGN

Indicate which color lettering you would like. We have a wide variety of standard colors available:

- Black
- Blue
- Brown
- Burgundy
- PMS Color
- Font Type
- Red
- Teal
- White
- Green

*Unless font type is indicated, Helvetica will be used.

### ENHANCE YOUR EXHIBIT

Enhance your exhibit and have an Exhibitor Sales Specialist contact you for pricing by checking any of the following boxes:

- Slatwall & Shelves
- Cabinets & Counters
- Colored Panels
- Creating a Custom Exhibit
- Specialty Colored Metal
- Recyclable Graphics
- Graphics & Custom Logo
- White Eco-Board

**TOTAL COST**

Sub-Total + 8.25% Tax = Total Cost
TotalFlex® provides the ability to configure exhibits to fit your space, budget and vision from show to show. Available for rent or for purchase, this pop-up display is versatile, lightweight and durable, and setup can be completed without tools in only a few minutes.
The TotalFlex® solution is the most versatile exhibit option available:

- Floor unit cases easily convert into a podium.
- Velcro-compatible fabric panels available in a wide selection of colors.
- Compatible with shelves, lights and other innovative trade show accessories.
- Available in a variety of sizes for rent or purchase, including a tabletop version (shown on front).
- Freeman offers full graphic and logo design solutions.*
- All TotalFlex® rental units include installation & dismantling of display system, material handling, 9’x10’ or 9’x20’ Classic Carpet with nightly vacuuming, 200-watt halogen lights (1 light for the table-top unit, 2 lights per 8x10 unit) as well as power and labor to hang them.

*Graphic design elements are priced separately and not included with TotalFlex® order.

FLOOR UNITS
- 10’w x 8’h Floor Standing Unit
- 20’w x 8’h Floor Standing Unit

TABLE TOP UNITS
- 6’w x 40’h Table Top Unit
- 8’w x 40’h Table Top Unit

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com
For fast, easy ordering, go to www.freeman.com

**TABLETOP UNIT**

<table>
<thead>
<tr>
<th>RENTAL</th>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Size</td>
<td></td>
<td></td>
</tr>
<tr>
<td>40'H x 6'W</td>
<td>1,927.65</td>
<td>2,698.70</td>
</tr>
<tr>
<td>40'H x 8'W</td>
<td>2,149.60</td>
<td>3,009.45</td>
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</tbody>
</table>

| PURCHASE*       |     |       |
| Size            |     |       |
| 8'H x 8'W       | 3,043.65 | 4,261.10 |
| 8'H x 10'W      | 3,540.10 | 4,956.15 |

*Shipping Not Included

**FLOOR UNIT**

<table>
<thead>
<tr>
<th>RENTAL</th>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Size</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8'H x 8'W</td>
<td>1,545.50</td>
<td>2,163.70</td>
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<tr>
<td>40'H x 8'W</td>
<td>1,705.70</td>
<td>2,388.00</td>
</tr>
</tbody>
</table>

| PURCHASE*       |     |       |
| Size            |     |       |
| 8'H x 8'W       | 3,043.65 | 4,261.10 |
| 8'H x 10'W      | 3,540.10 | 4,956.15 |

*Shipping Not Included

CUSTOM GRAPHIC / PHOTO PANELS

- Our custom graphic panels can dramatically enhance your exhibit's appearance.
- Please check the box to have an Exhibitor Sales Specialist contact you to assist in creating a unique exhibit.

<table>
<thead>
<tr>
<th>OPTIONAL ACCESSORIES</th>
<th>RENTAL</th>
<th>PURCHASE</th>
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</thead>
<tbody>
<tr>
<td>Part #</td>
<td>Qty</td>
<td>Discount Price</td>
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<td>1715801</td>
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<tr>
<td>1715803</td>
<td>74.15</td>
<td>103.80</td>
</tr>
</tbody>
</table>

**QUICK TIPS**

- If shipping literature or products, material handling rates will apply.
- Orders in advance to save time, money and ensure availability. Orders received after the deadline date or without payment will be charged the Standard Price.

**DISCOUNT PRICE DEADLINE DATE**

| AUGUST 26, 2019 |

**INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER**
Quality graphics contribute significantly to the impact of your exhibit. With state-of-the-art design and printing capabilities, Freeman brings your banners, signage, and exhibit graphics to life in a larger-than-life way. Our graphics products redefine “high definition,” which means your brand has never been seen like this before.

- Photo-quality / high-resolution printing on a variety of rigid and rolled material including honeycomb, foam, Polyfoam, PVC, acrylic, fabric, vinyl and mesh materials
- Grand Format printers provide high-resolution digital printing of single and double-sided banners in virtually any size
- Electronic file transfer, in-house printing, and company-wide procedure standardization allow us to control quality, cost and scheduling on a nationwide basis
- Extensive resources ensure that last minute repairs and replacements are handled efficiently as needed, no matter where your event may be located

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to freeman.com
CREATING VISUAL EXCITEMENT

Quality graphics contribute significantly to the impact of your exhibit. Vivid colors and sharp images attract attention, build traffic, and communicate messages more effectively. Freeman has invested in the latest printing technology and has the skills to provide you with the finest high-resolution digital graphic reproduction available.

STATE-OF-THE-ART CAPABILITIES

Freeman can provide four-color, photo-quality, high-resolution digital printing in virtually any size for banners, signage, exhibit graphics, and more. Each Freeman location has stand-alone printing capabilities, along with two additional graphic locations for additional support and for special requirements.

SUPERIOR QUALITY CONTROL

Electronic file transfer, in-house printing, and company-wide standardization of procedures allow us to control quality, cost and scheduling for our customers on a nationwide basis. Last minute repairs and replacements are handled efficiently through our nationwide resources.

DEPTH OF RESOURCES

• 5M UV roll printers provide grand format, four-color, high-resolution digital printing of single and double-sided banners up to 16’ wide and virtually any size with seams.
• 3M Dye Sublimation printers provide 10’ fabric graphics that work perfectly in our SmartWall panel system.
• UV flatbeds print directly to a variety of ridged materials and offer a 100% recyclable graphic when using a cardboard substrate.
• Freeman offers 100% recyclable substrates that can save you money and the environment.
• Large format Eco-Solvent printers produce high quality graphics for wall, carpet and window applications.
• 3M high speed digital cutters allow for precise cutting of multiple panel applications and also custom router graphic panels.
• Computer-aided graphic design & layout available for your assistance.

REPRODUCTION AND INSTALLATION

• Suspended banners
• Logo reproduction
• Accent graphic photo panels
• Backlit displays and murals
• Large format signage and banners
• Four-color carpet image printing

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to freeman.com
To order your graphics, complete this order form and attach your sign copy or electronic file.

Please see artwork guidelines for electronic files on page 2 of this form.

Note: All graphics are subject to a 100% Cancellation Charge.

**DIGITAL GRAPHICS**

Freeman has the capabilities to provide you with the finest digital graphic reproduction available. Capabilities include four-color, photo-quality, high-resolution digital printing virtually any size for banners, signage, exhibit graphics and more.

- Minimum order per graphic 9 sq. ft. (1296 sq. in.)
- Double sq. ft. for double-sided graphics
- Round sq. ft. to next whole increment
- File conversion, retouching, cloning or color correcting may incur additional labor charges. (See reverse side for graphic guidelines.)

**LARGE DIGITAL GRAPHICS**

Please call an Exhibitor Sales Specialist for price quotes on graphics over 80 sq. ft.

**STANDARD SIZES**

<table>
<thead>
<tr>
<th>CHOOSE YOUR SIZE:</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
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<td>79.60</td>
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</tr>
<tr>
<td>14&quot; x 44&quot;</td>
<td>79.85</td>
<td>119.80</td>
<td></td>
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<tr>
<td>22&quot; x 28&quot;</td>
<td>119.50</td>
<td>179.25</td>
<td></td>
</tr>
<tr>
<td>28&quot; x 44&quot;</td>
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</tr>
<tr>
<td>20&quot; x 60&quot;</td>
<td>209.10</td>
<td>313.65</td>
<td></td>
</tr>
</tbody>
</table>

File Information:
- Electronic File Name
- Application
- PMS Colors

**Backing Material:**
- Freeman Foam (Foamcore)
- Freeman PVC (PVC)
- Freeman HD Foam (Gatorfoam)
- Freeman Polyfoam (Ultra Board)

The product offered has recycled content or has eco-friendly attributes and is 100% recyclable according to the manufacturer's specifications.

**LETTERING COLOR:**

- Use Your Judgment

**BACKGROUND COLOR:**

- Use Your Judgment

**TOTAL COST**

<table>
<thead>
<tr>
<th>Sub-Total</th>
<th>8.25 % Tax</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>
CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

Our goal is to provide you with the best possible quality graphics for your event or exhibit. You can help us in that effort by providing digital art files using the following guidelines. If you are sending us completed, print-ready files, please pass the following information on to your graphics designer or art department. Artwork must be submitted in the proper resolution and/or file size to produce quality images. Please provide proper color matching information and proofs to ensure accurate color reproduction.

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

RASTER ART (photos, logos containing any continuous tone images):
- Art submitted at 1:1 (100%), resolution should be no less than 60 dpi (100 dpi preferred)
- Art submitted at 2:1 (50%), resolution should be no less than 120 dpi (200 dpi preferred)
- Art submitted at 4:1 (25%), resolution should be no less than 240 dpi (400 dpi preferred)

VECTOR ART:
- Logos should be vector and have outlined fonts (if provided as bitmap, please use high-res images)

FONTS and LINKS
- Supply all fonts used in your design (zip Mac fonts). If unsure how to collect fonts, convert them to outlines
- Supply all links used in your document. Use packaging feature if available. If unsure how to collect links, embed them in the file when saving.

COLOR
- If PMS color matching is required, please use original Pantone + Solid Coated swatches in your artwork. Modifying Pantone names will result in printing default color (CMYK)
- CMYK artwork will be produced "As Is". Our color output is balanced and vibrant.
- Convert RGB art to CMYK if possible.
- If you are sending Certified Color Proofs (Gracol, Swop, Fogra), please provide ICC file information used to print your samples. Best option would be to include ICC chart on your prints.

ARTWORK IN THE STRUCTURE
- Please note that any panels going in the metal frame will hide 1/4" of your art all the way around. If you have a continuous wall where individual panels are divided by metal, use 1.25" spacing in between each panel to account for gaps and the natural flow of the graphics.

ACCEPTABLE FILE SOFTWARE

We are capable of working with both PC and MAC based software, and can accept art created with the ADOBE Creative Suite - Illustrator, InDesign, and Photoshop
- Always provide the following:
  - Native files with fonts and links (zipped)
  - High-res PDF-X/4 exports of the files

ACCEPTABLE FILE TYPES and SUPPORT FILES

NATIVE FILES:
- AI CLOUD (CC) file with Packaged supporting links and fonts. You may keep images linked but Packaging feature must be used.
- AI (CS6, CS5, CS4...) file with embedded links and outlined fonts
- EPS file with embedded links and outlined fonts
- INDD file with Packaged supporting links and fonts

PRINT FILES:
- High-res PDF-X/4 (preferred)
- AI with PDF content (choose this option when saving file)
- EPS files with embedded links and outlined fonts

RASTER OR BITMAP ART:
- Photoshop EPS (preferred, use 8-bit preview, Max, Quality JPG compression)
- PSD (make sure font layers are rasterized)
- TIFF, JPG (quality 8 and higher)

Mac users: Use Zip or Stuffit programs when submitting fonts other than OTF (Open Type Fonts)

WAYS TO SEND ARTWORK

Files below 10 MB can be delivered via email. Larger files may be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD may be required to be sent via overnight delivery in addition to posting the electronic files. Please call (210) 554-2021 for assistance.
SAN ANTONIO, AUSTIN & SOUTH TEXAS AREA

To assist you in planning your show, we would like to provide you with the following information regarding your labor jurisdictions.

LABOR SERVICE

FREEMAN has exclusive labor to assist with your Installation and Dismantling needs as well as Freight Services. Full time employees with Exhibiting Companies may set their own booths without assistance from our labor.

MATERIAL HANDLING

FREEMAN is the exclusive provider of freight services. Full time employees of exhibiting companies may move their own materials to their booth space with 2 wheel dollies ONLY. Vehicles being unloaded must be owned or leased and operated by a full time employee of the exhibiting company. No pallet jacks nor motorized forklifts can be operated by anyone other than the Official Freight Service Company. Hotel Bellmen, Porters, Taxi Drivers, Day Laborers, etc. are not allowed on the show floor and cannot move any materials to and from the exhibitor’s booth. FREEMAN will control access to the loading docks in order to provide for a safe and orderly move-in/move-out. Exhibitors wishing to move their own materials in or out of the show will be provided a space in the dock area to load or unload their vehicles on a first come basis.

PLEASE NOTE:

• Please do not tip any employee. Do not give coffee breaks, for union employees have a fifteen minute paid break mid-morning and mid-afternoon. Any attempt by an employee to solicit a gratuity for any service should be reported immediately to Freeman and/or Exhibit Management. Union employees are paid a good wage scale, and tipping is strongly discouraged and is not an accepted policy of any Official Service Supplier.

• If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of Freeman. Please refrain from voicing complaints directly to craft personnel.

• The person in charge of your exhibit should carefully inspect and sign all work order forms. If there are any questions about any bills, bring the bill to the appropriate Service Desk and discuss it with the person in charge.
LET US DO THE HEAVY LIFTING

Freeman specialists are ready to assist you with all of your exhibit requests, from beginning to end. And when it comes to installing and dismantling exhibits, we make no exceptions. Whether it’s shipping and storage, emergency on-site repairs, basic installation and dismantling or support service coordination, including electrical, furnishings and more, Freeman has the resources and capabilities to ensure the most successful show experience possible.

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com
Freeman installation & dismantling experts work closely with you to coordinate every phase of your trade show participation, including:

- Pre-planning and budget consultation
- Skilled labor coupled with support services coordination - electrical, furnishings, floral, transportation, and audio visual
- On-site supervisors with dedicated floor managers
- Full, in-house carpentry for emergency repairs and refurbishing
- Post-show evaluations focused on incremental improvement to meet rapidly changing market conditions based upon customer feedback
- Post-show evaluations that help identify small changes that make big impacts

**ON-SITE SUPERVISION**

You may wish to supervise labor on your own, but if you need assistance, Freeman installation & dismantling experts will get the job done as an extension of your team.

**If You Use Freeman Staff**

Exhibits can be set up prior to your arrival under the direction of Freeman I&D supervisors.

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)
NAME OF SHOW: NAPEO's 2019 MARKETPLACE / SEPTEMBER 16-17, 2019

For Assistance, please call 210-554-2021 to speak with one of our experts.

### INSTALLATION LABOR

- Freeman Supervised Labor - Please complete the reverse side of this form.
- The charge for this service is 30% of the total installation labor bill, with a minimum of $45.00

| Emergency contact: | Phone Number: |

#### Exhibitor Supervised Labor

| Supervisor will be: | Phone Number: |

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>No. of People</th>
<th>Approx. Hrs. per Person</th>
<th>Total Hrs.</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
<tbody>
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Freeman Supervision (30%/45.00) = $

Tax = $ (N/A)

Total Installation = $

### DISMANTLE LABOR

- Freeman Supervised Labor - Please complete the reverse side of this form.
- Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor
- The charge for this service is 30% of the total dismantle labor bill, with a minimum of $45.00

| Emergency contact: | Phone Number: |

#### Exhibitor Supervised Labor

| Supervisor will be: | Phone Number: |

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>No. of People</th>
<th>Approx. Hrs. per Person</th>
<th>Total Hrs.</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
<tbody>
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Freeman Supervision (30%/45.00) = $

Tax = $ (N/A)

Total Dismantle = $

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(451353) SA FY 20
NAME OF SHOW: NAPEO’s 2019 MARKETPLACE / SEPTEMBER 16-17, 2019
COMPANY NAME: BOOTH#:
CONTACT NAME: PHONE#:

FREEMAN SUPERVISED LABOR
IN ORDER TO BETTER SERVE YOU - PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY FREEMAN I&D AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.

INBOUND SHIPPING & SET UP INFORMATION
Freight will be shipped to Warehouse ___________ Show Site ___________ Date Shipped ___________
Total No. of: ___________________ Crates __________________ Cartons ___________________ Fiber Cases
Setup Plan/Photo: Attached ______________ To Be Sent With Exhibit ______________ In Crate No. ___________
Carpet: With Exhibit ______________ Rented From Freeman ______________ Color ______________ Size ___________
Electrical Placement: __________________ Drawing Attached Drawing With Exhibit Electrical Under Carpet _______________
Comments: ___________________________________________ __________________

Graphics: With Exhibit ______________ Shipped Separately ______________
Comments: ___________________________________________ __________________

Special Tools/Hardware Required: ___________________________________________ __________________

OUTBOUND SHIPPING INFORMATION
SHIP TO: ___________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
Select a Carrier:
☐ Freeman Exhibit Transportation: ☐ Other Carrier:
No need to schedule your outbound shipment. Carrier Name: ______________
Charges will appear on your Freeman invoice. Carrier Phone: ______________
Freeman will make arrangements for all Freeman Exhibit Transportation shipments.
Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

Select Level of Service:
☐ 1 Day: Delivery next business day ☐ Standard Ground
☐ 2 Day: Delivery by 5:00 PM second business day ☐ Specialized: Pad wrapped, uncrated or truckload
☐ Deferred: Delivery within 3-5 business days

Freight Charges:
☐ Same as ship to Bill To: _______________________________________________________________________________

Select Shipment Options (if applicable)
☐ Have loading dock ☐ Lift gate required
☐ Inside delivery ☐ Air ride required
☐ Pad wrap required ☐ Residential
☐ Do not stack

In the event your selected carrier fails to show on final move-out day, please select one of the following options:
☐ Re-route via Freeman’s choice
☐ Deliver back to the warehouse at exhibitor’s expense

PLEASE NOTE: Freeman is not responsible for product or literature that is not properly packed and labeled by the exhibitor.
### ORDER INFORMATION

<table>
<thead>
<tr>
<th>EVENT NAME:</th>
<th>BOOTH NUMBER:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COMPANY INFORMATION:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>Zip Code:</td>
</tr>
<tr>
<td>State:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EMAIL &amp; SETUP INFORMATION:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Ordered By:</td>
<td></td>
</tr>
<tr>
<td>Contact On-site:</td>
<td></td>
</tr>
<tr>
<td>Contact Phone:</td>
<td>Delivery Date:</td>
</tr>
</tbody>
</table>

### PAYMENT OPTIONS

- **COMPANY CHECK** (no personal checks please)
  - Make check payable to JW Marriott Austin.
  - Check payment must be received 14 days prior to show.

- **CREDIT CARD** (please circle card type)
  - AmEx
  - Visa
  - MasterCard
  - Discover

<table>
<thead>
<tr>
<th>Mail Form and Payment:</th>
<th>Email Form:</th>
</tr>
</thead>
<tbody>
<tr>
<td>JW Marriott Austin</td>
<td><a href="mailto:MarkeysAustin@markeys.com">MarkeysAustin@markeys.com</a></td>
</tr>
<tr>
<td>ATTN: Markey's Rental &amp; Staging</td>
<td></td>
</tr>
<tr>
<td>110 E 2nd Street</td>
<td></td>
</tr>
<tr>
<td>Austin, Texas 78701</td>
<td></td>
</tr>
</tbody>
</table>

### TERMS OF RENTAL AGREEMENT

1. Payment is due upon ordering of equipment.
2. Orders received without payment will be returned.
3. 100% cancellation fee for less than 24 hours notice from delivery.
4. All cancellations and changes must go through the Event Technology Department.
5. Someone must be present at your booth to accept delivery.
6. 25% Equipment Service Charge will be added to all orders.
7. Additional taxable labor fee if running cabling under carpet.
8. Taxable on-site processing fees may apply.
9. Wired Internet must be ordered at least 24 hours in advance.

### MISCELLANEOUS

- **INTERNET**
  - Dedicated Wireless Internet Service (1MB) $285.00
  - Dedicated Wireless Internet Service (3MB) $855.00
  - Dedicated Wireless Internet Service (5MB) $1,350.00
  - Hardwired Internet Line $95.00

### ORDER TOTAL

- **Subtotal**
  - 25% Equipment Service Charge*
  - 8.25% Sales Tax

- **On-Site Processing**
  - Other Labor (if applicable) $95/hr.

- **GRAND TOTAL**

### NOTES

We understand and agree to the terms listed above.
How are you capturing and following up with all of the leads at your booth?

On every attendee’s badge there is a QR code that will serve as their electronic business card.

This QR code contains each attendee’s full contact information.

ATS Lead Retrieval is the perfect tool to capture, collect and manage all of your leads efficiently.

**Option One: Mobile Plus™**

**SCANNING A BADGE**
- Hold the unit 4-6 inches away from attendee’s badge.
- Push scanning button, red rectangular light will appear.
- Listen for beep and then view attendee info on screen!

**FEATURES**
- Tap MENU button on bottom of screen.
- Tap in lead to take notes/qualify by selecting button(s).
- Under USERS tab, you can “PICK A WINNER” to select winner from scanned leads.
- Offers optional Custom Survey feature, programmed by ATS staff preshow.

**RETRIEVE LEADS**
- Leads will be accessible in real time on Expometrics portal.
- Login to online Expometrics portal will be given prior to the event so you can customize your unit and access leads throughout the event.

**Option Two: LeadsPlus™ App**

**SET UP**
- Using your own device (iPad, iPhone, and/or Droid Phone), download the LeadsPlus App
- Select ADD SHOW, then Select Scan to capture QR code *Can also enter code manually*
- Activation Code(s) emailed pre-show. One (1) license per device.

**SCANNING LEADS**
- Click into event, select SCAN. Lead information will appear.
- Add notes & qualifiers to lead by selecting on screen.
- Return to LEADS page to scan another.
- Simply select a name to view/edit lead.

**ADMIN FUNCTIONS**
- On Main app screen, select ADMIN (i icon). You can…
  - View Stats of Leads: Numbers, leads synced online, etc.
  - Customize/Fetch Qualifiers
  - Can even export leads directly from device.
CHOOSE YOUR UNIT(S)

Mobile Plus™
- Wireless Handheld Unit
- Cellular connected
- Large Touch Screen Display
- Real-Time Online Lead Management
- Customize Qualifiers Online - $55 savings!
- Extended Battery Life

$369.00
(Before 8/9/2019)

$419.00
(Show Rate)

iPad® Mini Plus™
- ATS iPad Mini (LeadsPlus App Enabled)
- Large HD Display
- Take Notes with Siri Voice to Text
- Customizable Qualifiers
- Real-Time Lead Management
- No Network Connection Necessary

$449.00
(Before 8/9/2019)

$499.00
(Show Rate)

LeadsPlus™ App
- Utilizes your personal device
- iPhone® or iPad® with iOS 7.0 or higher
- Android® phones with OS 4.0 or higher
- Custom Qualifiers Included
- Note Taking Capabilities
- No Network Connection Necessary

$359.00
(First License)

$99.00
(Additional License)

APP BUNDLE OPTIONS
- 3 Pack Bundle
  $499.00

- 6 Pack Bundle
  $799.00

- 10 Pack Bundle
  $999.00

ADDITIONAL SERVICES FOR THE MOBILE PLUS

Z Printer Plus™ *1 per unit ordered
$75.00
(Before 8/9/2019)

$95.00
(Show Rate)

Custom Survey *1 per unit ordered
$60.00
(Before 8/9/2019)

$80.00
(Show Rate)

Delivery & Setup OPTIONAL *Not for app
$65.00
(Before 8/9/2019)

$85.00
(Show Rate)

ADD IT UP
Sub-Total=

Add AUSTIN Sales Tax

+ 8.25% = $

= $

Click HERE to Order Online
Username: NAPEO2019
Password: 6219

Visit us at: www.american-tradeshow.com
Email Orders to: orders@american-tradeshow.com
Questions? Please call: 985-809-0600, ext. #777
Fax: 985-809-1888
Mail Checks to: ATTN - American Tradeshows Services | 217 General Patton Ave. Mandeville, LA 70471
All equipment ordered must be picked up at the service desk prior to the start of the show unless you have selected the Delivery and Setup option. Refunds will not be made for unclaimed equipment. Equipment must be returned to the service desk within one hour after the close of the show to avoid additional charges. If ATS staff has to pick up your scanner, you will be charged $100.00.

Renter is responsible for the full replacement value of lead retrieval equipment if lost, stolen or damaged while in possession of renter.

All cancellations received earlier than seven (7) working days prior to show opening date will be subject to a $75.00 service fee. All cancellations received within seven (7) working days prior to show opening date will be billed at full rental price and will not be eligible for refund.

A credit card is required on all orders as a security deposit on rental equipment. ATS will not charge anything to credit card held as security deposit with out prior authorization, however, ATS reserves the right to charge fees associated with lost, stolen or damaged units as a last chance effort to recover damages. ATS will allow ample time (at least sixty days) for exhibitor to arrange payment for lost, stolen or damaged units, before this step in taken. Checks are due in the office ten (10) days prior to show start.

Choose Payment Method:

To Pay By Credit Card

We accept American Express, MasterCard and Visa. Please choose “To Pay By Credit Card” option and enter your credit card details below. Your credit card will be charged upon receipt of your order and an email confirmation/receipt will be sent to the email address listed on Page 1 of the order form.

To Pay By Company Check

Please make checks payable to American Tradeshow Services. Please choose “To Pay By Check” option and enter your credit card number below for security deposit purposes. Please check the “Security Deposit Use Only” checkbox. Checks are due in the office ten (10) days prior to show start. Checks must be in US Funds and be drawn from a US Bank.

To Pay By Wire Transfer

For information on paying by Wire Transfer, please contact Exhibitor Services at 985-809-0600, ext 201. Wire Transfers must be paid in US Dollars. Please choose “To Pay By Wire Transfer” and enter your credit card number below for security deposit purposes. Please check the “Security Deposit Use Only” checkbox. An invoice will be sent once your order is processed along with details on how to complete your wire transfer transaction. Wire Transfers are due in the office ten (10) days prior to show start.

Credit Card Details *Required For All Orders

Cardholder Name: ____________________________________________
Expiration Date: ____________________ / ____________________ Security Code: ____________________
Cardholder Signature: ____________________

Terms & Conditions

All equipment ordered must be picked up at the service desk prior to the start of the show unless you have selected the Delivery and Setup option. Refunds will not be made for unclaimed equipment. Equipment must be returned to the service desk within one hour after the close of the show to avoid additional charges. If ATS staff has to pick up your scanner, you will be charged $100.00.

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# National Plant & Floral, Inc.

## SPRING FLORAL ARRANGEMENT

<table>
<thead>
<tr>
<th>Description / Color</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tropical Floral Arrangement</td>
<td>75.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## TROPICAL FLORAL ARRANGEMENT

<table>
<thead>
<tr>
<th>Description / Color</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mums: Yellow _______ White _______ Lavender _______</td>
<td>30.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Azaleas: Pink _______ Red _______</td>
<td>35.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bromeliads:</td>
<td>35.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Small Ivy: Pothos _______</td>
<td>30.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Large Boston Fern</td>
<td>40.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Foot Tropical Plant</td>
<td>49.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Foot Tropical Plant</td>
<td>59.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Foot Tropical Plant</td>
<td>69.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## CUSTOM TROPICAL PLANTS

<table>
<thead>
<tr>
<th>Description / Color</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Foot Tropical / Top Dressed - Small Ivy and Blooming</td>
<td>125.00</td>
<td></td>
</tr>
<tr>
<td>6 Foot Ficus Tree / Top Dressed - Small Ivy and Blooming</td>
<td>169.50</td>
<td></td>
</tr>
<tr>
<td>6 Foot Palm / Top Dressed - Small Ivy and Blooming</td>
<td>169.50</td>
<td></td>
</tr>
<tr>
<td>8 Foot - 16 Foot Tropical Plant</td>
<td>Price on Request</td>
<td></td>
</tr>
</tbody>
</table>

## CONTAINERS

- WHITE
- BLACK

Sub-Total: 

Delivery, Pick Up & Maintenance 10%: 

Grand Total: 

---

**ALL LIVE GREEN MATERIAL ON RENTAL BASIS ONLY.**

**ALL ORDERS MUST BE PAID IN FULL PRIOR TO THE CLOSE OF THE SHOW.**

We accept Checks, VISA, MasterCard, and American Express.

Have National Plant & Floral’s Designer call our booth on the following Date/Time: ________________

---

**PAYMENT:**

- VISA
- MASTERCARD
- AMEX
- CHECK

**COMPANY NAME:**

**BOOTH CONTACT:**

**PHONE#:** (______)  

**EMAIL:**

**Please Remit to:**

1001 E. SUNSET # 95814 • LAS VEGAS, NV  89193  
(702) 956-8011 • FAX (702) 956-8021  
exhibitorservice@nationalplantfloral.com

---

NPF LV 10.13

Booth #: ____________________
The information contained in this brief outline does not by any means thoroughly cover the criterion and standards contained in the Uniform Fire Code, as adopted by the City of Austin, but it does provide the fundamental rules governing exhibits in any building open to the public.

The following entities are responsible for ensuring all regulations are followed: client, exhibitor, service contractors and the Convention Facility. It is a requirement that the Austin Fire Department review and approve all event pre-planning documents and floor plans.

Remember, the fire codes for Austin may be different from other cities and exhibitors will be responsible for complying with the Uniform Fire code. The Convention Facility will take reasonable steps to ensure that you are allowed to display your products effectively, as long as it does not create a fire or life safety hazard to yourself, other exhibitors or people attending the exhibit.

1. Floor plans for all shows are to be submitted to the Convention Facility for review and approval. They will submit the floor plans and event pre-planning documents to the Austin Fire Department’s Fire Marshal for approval. An approved copy will be provided to the event client. A copy of the approved plans must be available on site.

2. No display or exhibit shall be installed or operated as to interfere with access to or with the visibility of any required exit or exit sign, nor shall any display block access to fire equipment.

3. All exhibit booths must maintain clear and appropriate exits from the booth. Any booth of 750 square feet or more must have a minimum of two exits as far from each other as possible.

4. Displays with any type of cover, i.e. tents, buildings, awnings, etc. must be 300 square feet or less; if larger than 300 square feet they must meet the following regulations:
   
   a) a single level or multi-level exhibit larger than 300 square feet with a covered ceiling requires protection from an automatic extinguishing system.
   
   b) a booth with an open grid style ceiling does not have to meet this requirement. If there are any questions, please forward a copy of the booth plans for the Convention Facility and Fire Department review.
   
   c) the upper deck of the multi-level exhibit must have at least two remote means of egress (as far from each other as possible).

5. The storage of combustible materials not on display (including packing materials) shall be in a storage area approved by the facility management. Any storage area that contains combustibles must be reviewed and approved by the Fire Marshal’s Office.

6. All curtains, drapes, decorations and decorative or construction materials are to be non-combustible or flame retardant. Documentation affirming non-combustible or flame retardant properties must be available on site.

7. Any merchandise or material attached to drapes or table skirts is to be non-combustible or flame retardant.

8. Combustible waste is to be collected as it accumulates and should be stored in a non-combustible covered container which is emptied at least once a day.

9. The use of open flames, burning or smoke emitting materials as part of an act, display or show is prohibited unless prior written approval is received from the Fire Marshal’s Office.

10. Electrical equipment is to be installed, operated and maintained in a manner which does not create a hazard to life or property.
Whenever, in the opinion of the Austin Fire Department, it is essential for public safety in any place of public assembly, the owner, agent or lessee shall employ one or more qualified persons, as required and approved by the Austin Fire Department, to be on duty. These individuals shall be subject to the Austin Fire Department’s orders and shall be in uniform and remain on duty during the times such places are open to the public.

The following items may not be used without prior written approval of the Fire Marshal’s Office:

1. Display or storage of LPG
2. Flammable or combustible liquids
3. Flammable gas
4. Cotton, hay, paper, straw, moss, split bamboo, wood chips, etc.
5. Welding or cutting equipment for demonstrations purposes
6. Gas-fired appliances for demonstration purposes
7. Salamander stoves
8. Lit candles or lanterns for demonstration purposes
9. Compressed gas cylinders. If approved for use, cylinders are to be firmly secured in an upright position.
10. Any cooking or heat producing devices

The following address the display of automotive vehicles and equipment.

a. There is to be no more than five gallons of fuel or 1/4 the capacity of the fuel tank, whichever is less.

b. Fuel tanks are locked and all portable tanks removed. Locking the auto will be sufficient for cars in which the gas cap cover can only be unlatched from inside the vehicle.

c. Battery cables are to be disconnected. Batteries used to power auxiliary equipment shall be permitted to be kept in service providing an appropriate disconnect is furnished.

d. Ignition keys are to be removed and placed in a central location on site.

e. The positioning of such vehicles shall be subject to approval of the Fire Marshal’s Office.

f. Vehicle operation will be limited to brief parade-type displays specifically approved by the Fire Marshal’s Office.

g. Vehicles, boats and similar exhibited products having over 100 square feet of roofed area are to have a smoke detector.

The following requirements are for food shows:

a. One 40 BC extinguisher is to be provided for every deep fat fryer.

b. Deep fryers are to be thermostat controlled.

c. Fryer units are not to be located on tables that are along aisles. No public access to fryers.

d. Deep fryer units are to be placed on sheet pans or similar non-combustible materials (foil is not acceptable).

e. Combustible materials will not be located near deep fat fryers.

f. Chafing dishes are to be designed with a shelf for the fuel or chafing dish is to be placed on a sheet pan.

Public display of compressed flammable or toxic gases, hazardous materials, Class II, III or IV laser, blasting agents and explosives is only permitted after a review of the materials and/or devices is conducted and the proposed display has received approval of the Fire Marshal’s Office.